



AUSTRALIAN **PUBLISHERS** ASSOCIATION

professional development

Essential Editing and Proofreading Skills:

Getting it Right

Sydney only: Wednesday 20 August, 2008 9.30 a.m. – 4.00 p.m.

Presented by Patricia Hoyle, freelance editor and training consultant. Patricia regularly conducts training for the APA. She has over 15 years' experience writing and editing corporate and government documents, as well as non-fiction books.

Are your communications as clear and concise as they could be?

In this workshop, participants will:

- Learn how to identify redundancies and tautologies, outdated and wordy expressions and complex grammatical structures and turn them into plain English
- Leave with some tricks of the trade that will help them work more efficiently whether editing their own, or someone else's, work
- Learn the correct and efficient way to make the final check to documents
- Be confident to discuss many of those tricky questions of 'correctness'
- Go away feeling competent to take on most editing and proofing tasks.

Key Learning Outcomes

At the end of the day, participants will be able to:

- Identify the specific tasks of editing and proofreading
- Identify the differences between structural and copyediting
- Identify the skills required for competent copyediting
- Revise text to suit a particular audience
- Structure paragraphs
- Edit wordy text for clarity and conciseness
- Identify and revise inappropriate tone
- Translate negative language into positive
- Practise copyediting techniques
- Identify commonly used proofreading symbols
- Create a style sheet
- Mark up a document using standard proofreading symbols
- Use some well tested proofreading techniques

SPECIAL OFFER

Individual mentoring

As a participant, you will be offered a 15 minute email consultation with Patricia to discuss any questions or issues you come across back in your workplace during the fortnight following the workshop.

PLEASE NOTE: A good grasp of Grammar is an essential prerequisite for attendance.

Patricia is running *Grammar for non-specialists: Creating Clarity* on Wednesday 13 August as a perfect preparation for this workshop.

Participants' feedback

'Patricia is an excellent and knowledgeable presenter – well-organised, professional, helpful and clear.' 'There was a variety of activities and great use of group work. The handouts were excellent.' 'This was invaluable revision of the key matters relating to editing and proofreading – and fun to do too!'

Who should attend?

Anyone who writes or edits any documents in any department: promotions staff, publicity staff, assistants in editorial, marketing, production and administrative areas. There is no end to the list!

Venue and Date

Sydney: 9.30 a.m. – 4.30 p.m. Wednesday 20 August, 2008
Medina on Crown, 359 Crown Street, Surry Hills, Sydney, NSW 2010 Tel: 02 8302 1000

Catering

Lunch and refreshments are included on this course.

Further information

If you have any questions about the workshop, please contact:
Dee Read, Industry Professional Development Manager, at the Australian Publishers Association
Tel: 02 9281 9788

Investment

\$390 APA members;
 Society of Editors members [please provide proof of Society membership]
 Society of Authors members [please provide proof of Society membership]

\$440 Non-members

To Register:

Fill in the registration form at <http://www.publishers.asn.au/training.cfm>

and fax FAO Dee Read to 02 9281 1073

or email to dee.read@publishers.asn.au