

MODULE 3: PROOFREADING

CODE: 960 036 Duration: 90 hours

A. Do a first reading

- Correct understanding of the message
- Identification of missing words

B. Check and correct sentence structure

- Precise recognition of the nature of statements
- Reformulation of sentences
- Observing the structure of simple and complex sentences

C. Check and correct spelling and grammar

- Correct spelling of words
- Correct use of verb tenses, modes, and persons
- Correct hyphenation of words

D. Check and correct punctuation, numbers, the use of capitals and abbreviations

- Observance of rules of punctuation
- Observance of rules for writing numbers
- Appropriate use of capitals and abbreviations
- Recognition of repetitions

E. Improve the quality of texts redundancies

- Substitution of incorrect expressions by appropriate ones