University Institute of Liberal Arts and Humanities

Course Name: Communication Skills

Course Code: 20UCT-141/191

Faculty Name – Ms Nazeer Bhatti

PROOFREADING

COURSE OBJECTIVES

The Course aims to:

|	
1	**Augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.**
2	**Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.**
3	**Build exceptional speaking and writing skills by correcting grammatical errors and pronunciation through practice.**

COURSE OUTCOMES

On completion, the students are expected to

| CO Number	Title	Level
CO1	Produce correct contextual written text and speech in a wide range of communication situations.	Apply
CO2	Write original short compositions, in the form of paragraph writing, business correspondence, blogs etc. through logical support and argument.	Analyse
CO3	Demonstrate linguistic competence through accuracy in grammar, pronunciation and vocabulary.	Apply

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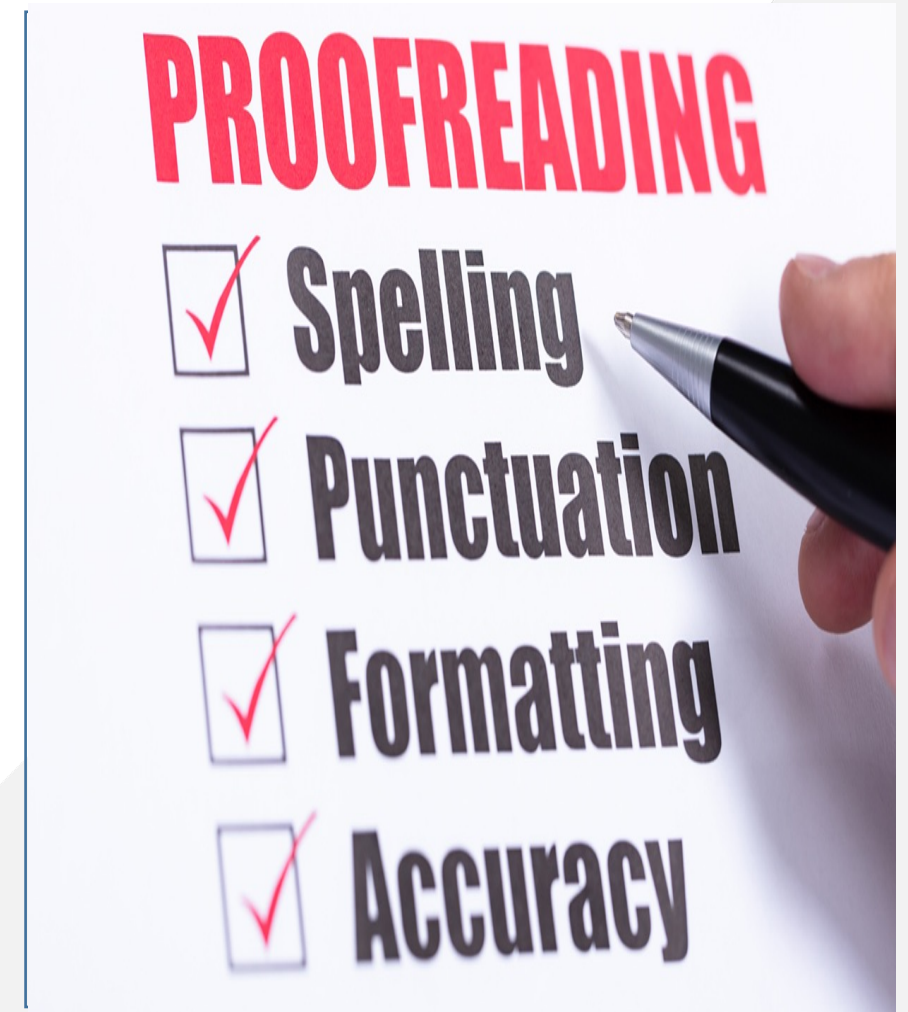
What is proofreading?

- Proofreading is just as its name suggests- the reading of a proof to make any document error free.

Why proofreading is important?

- To ensure accuracy in grammar.
- Consistency in spelling, punctuation and formatting.
- Revision of a manuscript before it is printed or published.
- To review the final draft.
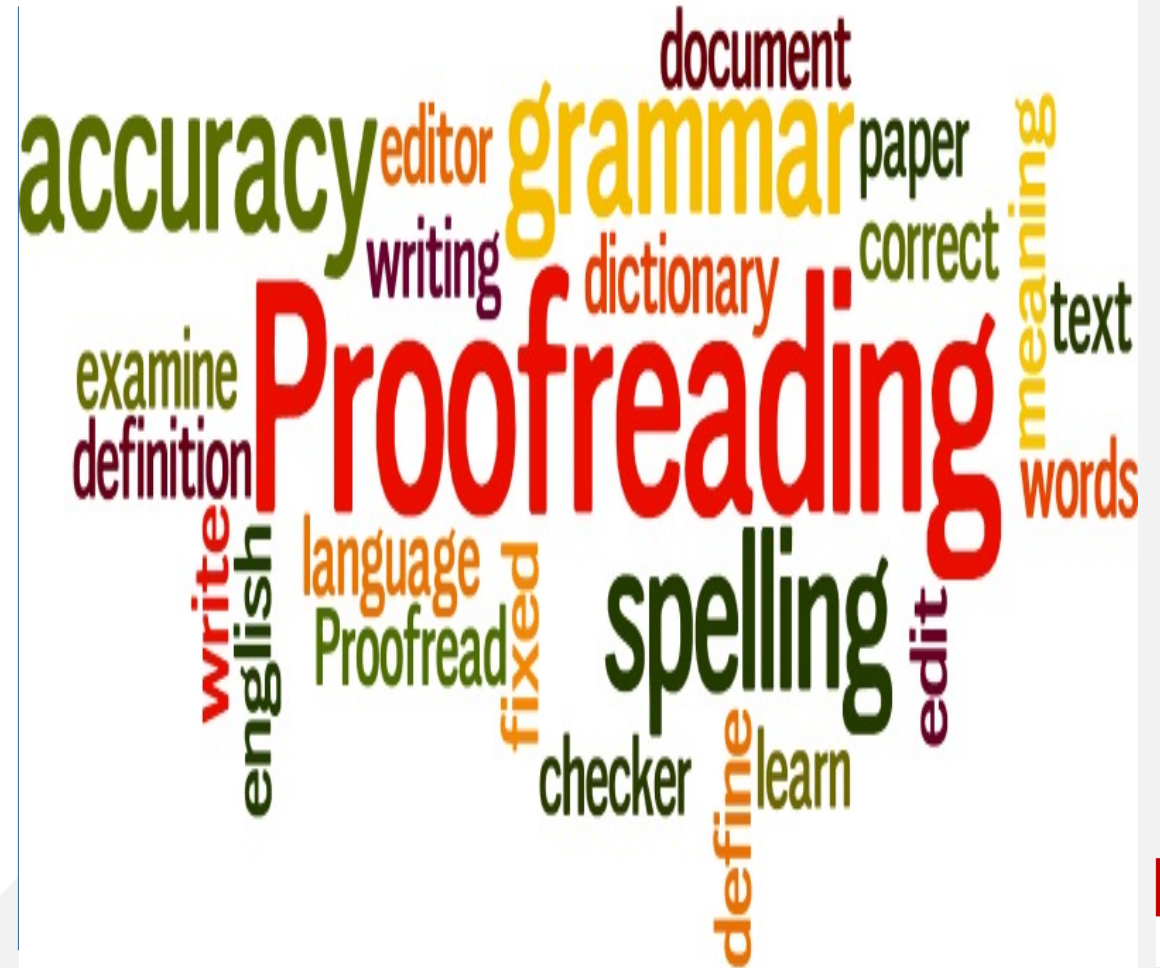
Why Proofreading is important? cont.

- To see the final accurate version.

- Get better grade on final paper.

- Eradicate errors.

- Avoid negative impression.

- Give big picture view.

- Achieve good results.

- Include appropriate information.

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Poll question 1

- It is not essential to proofread documents before printing or submitting.
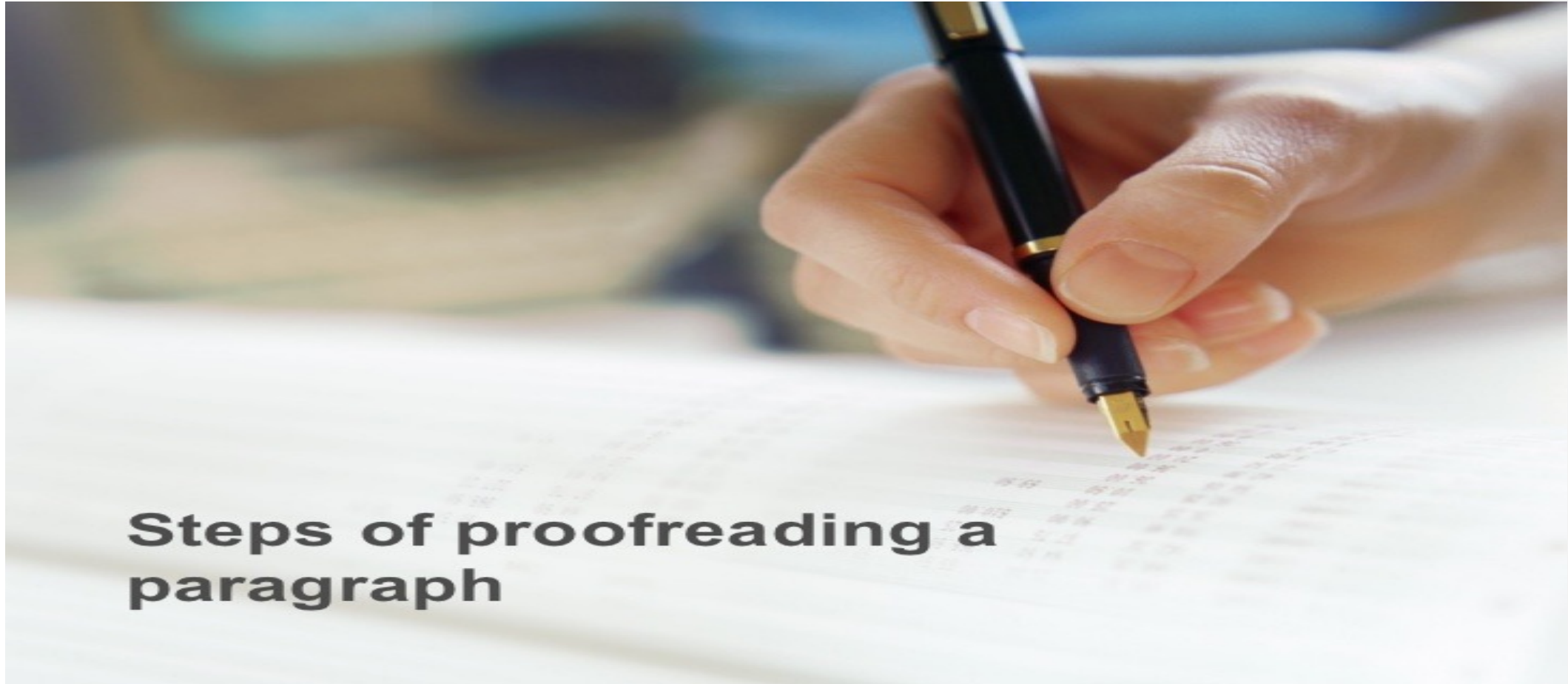
a. True
b. False

Measures to check the document-

1. Accuracy
2. Grammatical errors
3. Sentence framing
4. Spelling mistakes
5. Right words
6. Punctuations
7. Cohesion-Coherence

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Steps of proofreading-

Steps of proofreading a paragraph

Steps of proofreading-

- Use a checklist
- Fact-check
- Spell-check
- Read aloud
- Focus on one line at a time
- Attend to format
- Proof again

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Symbols and Signs used in proofreading-

Proofreading symbols are used to identify mistakes and to state the needed correction. Here is a list of the most common proofreading marks and symbols-

Insert something; the text to be inserted will likely be provided in the margin

Delete

Symbols and signs contd.-

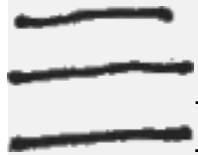Close up space

Delete and close up

Add space

Transpose

Symbols and signs contd. -

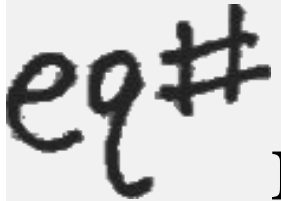(SP) Spell out

Make uppercase

Make lowercase

(stet) Let stand

Symbols and signs contd. -

Let stand

Make equal space

Insert a comma

Insert period

Symbols and signs contd. -

Insert apostrophe

Insert question mark

Insert exclamation mark

Insert parentheses

Symbols and signs contd. -

[/] Insert brackets

(( )) or ( ) ⋁⋁ ⋁⋁ Insert quotation marks

bf Set as bold

Symbols and signs contd. -
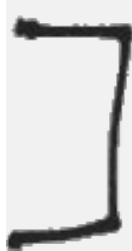
ital Set as italics

(wf) Wrong font

Move left

Move right

Symbols and signs contd. -
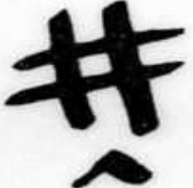
Move up

Move down

Center

Begin paragraph

Use of symbols with examples-

Symbol	Meaning	Example
≡	capitalize	It was the last day in august.
lc /	make it lowercase	The Dog played with a Stick.
sp. ◯	spelling mistake	Mom told me to stay heer.
∧	add a word or punctuation	I could believe my eyes! There were rides games and prizes.
⊙	add a period	The park was crowded There were a lot of families.
ℓ	delete	She was so the smart.
∼	switch words or letters	He wanted to buy the bike red.
⌢	close the space	Look at the rain bow!
# ∧	add a space	I like reading alot.
¶	start a new paragraph	It was great! After that, we went to the park.

Use of symbols with examples-

Symbol	Description	Example
	New Paragraph	Clean the cage. After cleaning the cage, remember to feed the bird.
	Close Up	Amrit built a new dog house.
	Insert Space	Mia does not have a house for her dog.
	Transpose	Do you think dogs or cats make pets better?
	Spell Out	I have 2 cats.
	Capitalize	Juan's cat is named banjo.

Use of symbols with examples-

lc	**Lowercase** Abby's ~~C~~at is named Frisky. ⓘ
✀	**Delete or Take Out** Lawanda doesn't have ~~any~~ pets.
∧	**Insert Word(s)** _his cat for_ Derek likes to take ∧ walks.
❝ ❞	**Insert Quotation Marks** Li said, ˮI wish I had a horse.ˮ
⊙	**Insert a Period** Curtis just got a new puppy⊙
∧	**Insert a Comma** Juli's dog likes dog toys‚ treats, and going for walks.

Proofreading Vs Editing -

Proofreading Vs Editing -

Editing
-A process of revising the content, organization, grammar, and presentation of a piece of writing

Proofreading
-Checking for accuracy in a piece of writing that is nearly complete
-Includes checking smaller details of grammar, spelling and punctuation
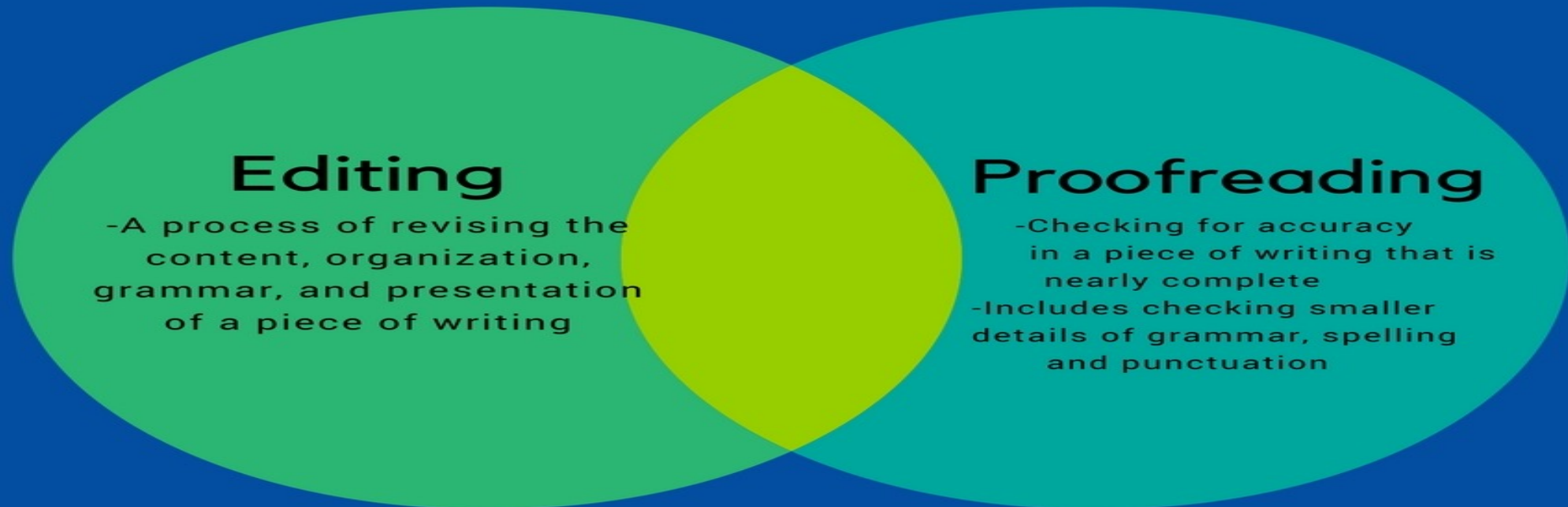
Proofreading is a part of editing, but editing is **much more** than proofreading.

The differences are actually pretty simple to understand once they are explained. They can be summed up in two sentences:

"Copyeditors catch all the mistakes the   author missed,

Proof-readers catch all the mistakes the   copyeditor missed."

Poll question 2

1. There isn't any difference between Proofreading   and Editing.

a.   Yes
b.   No

Qualities of a good proof-reader-

- Knowledge
- Focus
- Passion for accuracy
- Patience
- Ability to be meticulous

Example of editing and proofreading

The city is a symbol, and in film there is the ~~symbolization~~symbolization of the city~~:~~; but it is in the image itself, ~~—~~ —apprehended through and by discourse~~,~~— that ~~that which~~the ~~what the~~ city represents for man is ~~reveal~~revealed and ~~express~~expressed, and the city and its aspects ~~manifest~~are manifested in various figures, i.e.~~.~~, symbolized (~~Page 322, C. Ledrut, 1990~~Ledrut 322).

The relationship between the city and ~~cinema~~film is complex ~~one~~. The treatment ~~that~~ a film ~~provide~~provides to ~~it's~~its setting, and the way the ~~films tend to represent~~film represents and ~~are reacting~~reacts to the city (or landscape) ~~they deal~~that it deals with, are usually~~,~~ factors that ~~dictates~~dictate how audiences ~~visualizes it~~visualize the city. The ~~serie~~series of moving images, and the utilization of ~~the~~ various sounds~~,~~— —what Emily Thompson ~~call~~terms the "soundscape of modernity"~~,~~"— of the particular city which is ~~being~~represented, ~~are~~sometimes provide the only ~~method the~~means for global ~~citizen have access to in order~~citizens to understand the space ~~as~~that they are viewing through the cinema. As Mark Shiel ~~in the introductory chapter,~~states in "Cinema and the City in History and Theory~~-~~", the

Edited work -

2. Edited (Clean)

The city is a symbol, and in film there is the symbolization of the city; but it is in the image itself —apprehended through and by discourse— that what the city represents for man is revealed and expressed, and the city and its aspects are manifested in various figures, i.e. symbolized (Ledrut 322).

The relationship between the city and film is complex. The treatment that a film provides to its setting, and the way the film represents and reacts to the city (or landscape) that it deals with, are usually factors that dictate how audiences visualize the city. The series of moving images, and the utilization of various sounds —what Emily Thompson terms the "soundscape of modernity"— of the particular city which is represented, sometimes provide the only means for global citizens to understand the space that they are viewing through the cinema. As Mark Shiel states in "Cinema and the City in History and Theory", the introductory chapter of the book *Cinema and the City: Film and Urban Societies in a Global Context*:

Applications

- Proofreading helps to improve the writing efforts of students as they skip this crucial step when writing.

- It creates readable writing and eliminates errors before printing or submitting an academic paper, essay, email or any other written document.

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Test-2
- Assignments
- Surprise Test
- Quiz
- End Semester Exam

References

- https://www.bookbutchers.com/
- https://experteditor.com.au/book-proofreading/
- https://r.search.yahoo.com/_ylt=AwrxgvkQJeNe5ScAxQrnHgx.;_ylu=X3oDMTByajVjNzRjBGNvbG8Dc2czBHBvcwM0BHZ0aWQDBHNlYwNzcg--/RV=2/RE=1591973264/RO=10/RU=https%3a%2f%2fwww.scribendi.com
- -book_proofreading/RK=2/RS=CebHxO10hY_FDhzAAKCozjxiCVE-

THANK YOU

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