

The University of Toledo
College of Business Administration
Executive Center for Global Competitiveness

PROOFREADING AND GRAMMAR

Program Overview

Participants in the *Proofreading and Grammar* seminar will be introduced to practical and up-to-date grammar guidelines, pointers for use in everyday punctuation, common word choice mistakes, and sentence construction taboos. They will receive tips and techniques that the proofreading pros use, and practice using the proofreading marks that can save them time. Attendees will find out the answers to their capitalization questions, know how to write numbers (figures or words?), and receive realistic spelling rules and guidelines. The end result will be increased knowledge and confidence that will help participants produce polished, professional, and more powerful written communication.

Program Objectives

In this one-day, fast-paced workshop participants will learn:

- ◆ Time-tested proofreading methods for producing mistake-free documents
- ◆ Strategies for staying alert when proofreading boring copy
- ◆ Secrets for catching the sneaky typos
- ◆ The universal language of editors—proofreaders' marks
- ◆ Building blocks for better sentences
- ◆ "Must-know" grammar rules for error-free correspondence
- ◆ Pointers to mastering punctuation
- ◆ Spelling tips that are easy to remember and use
- ◆ The most commonly confused word pairs and how to choose the correct word
- ◆ The case for capitalization—when to capitalize vs. when not to
- ◆ Answers to the age-old number questions—figures vs. words

Program Agenda

- ◆ Proofreading payoffs for you and your organization
- ◆ Setting the stage for positive proofreading
- ◆ Five excellent paths to error-free documents
- ◆ Proofreaders' marks
- ◆ Proofreading numbers and names
- ◆ Proofing for sentence structure
- ◆ The rules of subject/verb agreement
- ◆ Know your pronouns—I vs. me vs. myself; who vs. whom
- ◆ How to avoid sexist language
- ◆ When to use commas, semicolons, and colons
- ◆ Where to place apostrophes—before or after the "s"
- ◆ The differences between dashes and parentheses
- ◆ How to handle quotation marks
- ◆ Suggestions for improving your spelling
- ◆ 200 frequently misspelled words
- ◆ The most commonly confused word pairs—affect vs. effect, farther vs. further
- ◆ To capitalize or not—answers to sticky questions
- ◆ The number issue—should you use figures or words?
- ◆ The final test—putting your skills into action

About the Instructor

Debra A. Smith is a nationally respected consultant, speaker, and seminar leader. Her subject is professionalism—a composite of respect for the organization, respect for the people it serves, and respect for oneself. She develops this professionalism in her listeners, thereby enabling employees to reach their highest potential within the organization. People who attend her seminars gain new insight and direction, reinforced by effective skills that greatly enhance their performance. Every year Debra travels to over 100 cities in the United States and Canada to deliver her seminars on communication, time management, conflict resolution, and customer relations. Her seminars are skillfully designed to meet the needs of managerial, supervisory, and support personnel. She has trained over 450,000 people from organizations in the private sector and government as well as in numerous colleges and universities.

If you wish to tailor this program for onsite training at your company, please contact Carrie Herr, the Director of ECGC, by calling 419-724-2591 or via email at carrie.herr@utoledo.edu.