

Syllabus for SEC 1 :Proofreading in English

Course Code:

Course Credits:

Course objective: It is a practical course, which is skill-enhancing in nature and scope. It aims to train the students to become successful proofreader in publishing houses, either substantive or freelancing. It will equip the students with the good habit of turning rough copy into powerful, flawless and effective writing.

Course Content:

Unit 1: The basics of Proofreading. Marks 15

- Capitalization
- Apostrophes
- Hyphens
- Commas and Semicolons
- Quotation Marks

Unit 2: Looking at Grammar when proofreading. Marks 10

- Subject/Verb Agreement
- Noun/Pronoun Agreement

Unit 3 . Marks 5

- Commonly Misused Words. Correcting Malapropism, wrongly put Homophones and other common mistakes in the proof.

Syllabus for SEC 2 in Proofreading in English

Course objective: This course is an advancement in the previous SEC and aims at enhancing proofreading skills into editing skills

Unit 1. Basics of editing: checking structural mismatch such as in tense, number, gender etcetera;

Unit 2. American and British Spelling Variations

Unit 3: Advanced preparedness for working as Proofreader. Marks 5

- Making Online Profiles for the profession of proofreading
- Writing a proposal for proofreading to publishing houses or blogs.

Continuous Evaluation/Internal Assessment : 10

Attendance: 05