

Proof Reading Skills Course Brochure

1 Day Practical Workshop



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The Right Fit.....For You

Our Proof Reading Skills course has been designed to highlight the importance of all forms of written communication in an organisation – informal emails, reports and marketing material - being accurate.

Our one day **Proof Reading Skills** programme is **highly practical** and provides learners with best practice tools and techniques to improve their proof reading skills.

First impressions count and careless or shoddy written communication will **cause readers to doubt the content and professionalism of the document** and its author.

After completing this course, learners' proof-reading skills will be **measurably improved** and they will notice a **reduction in the number of errors** in their written communications.

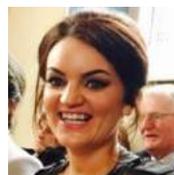
"Everyone thought Andrew was great and the course really developed their skills as internal trainers."

Dearbhla Casey, HR Manager, Irish Country Meats



"We are all very happy with the training carried out last week & will definitely be in contact in the future."

Aoife O'Rourke, Key Account Manager, Tool & Plastic



"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Jonathan Latimer, Fleet Training Instructor, City Jet





Why Choose Our Proof Reading Course

DCM Learning's Proof Reading course will measurably improve learners proof reading skills and they will notice a reduction in the number of errors in their written communications. This course has been designed to teach learners the importance of all forms of written communication in an organisation being accurate.

Specific reasons to choose this course:



Experienced: We have trained over 227 individuals successfully in Proof Reading Skills over the last two years.



Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



Excellent Trainers: Our trainers combine professional training know-how with relevant experience in their chosen training field.



Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

You're in Good Company

We have delivered our Proof Reading Skills programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem



INTERNATIONAL





Proof Reading Skills Course Outline

COURSE OVERVIEW

Our one day Proof Reading Skills programme is highly practical and provides learners with best practice tools and techniques to improve their proof reading skills.

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LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Correctly identify common errors in grammar and punctuation
- Proofread documents in three key stages
- Apply appropriate proof-reading marks to a document
- Correctly scan a document that has proof-reading marks applied to it
- Improve their overall accuracy when preparing emails/documents/online content etc.

Below you will find a proposed course outline detailing all the topics covered on the training programme.



Course Content

TOPIC 1: AN INTRODUCTION

- The Importance of proof-reading
- Your Deliverables - Accuracy/Timely/Consistency/Impartial/In-house Style Guides?
- Understanding your Audience
- The three stages - Prepare; Plan; Proceed

TOPIC 2: PROOF READING STRATEGIES

- Skimming
- Reading backwards - Conclusion/Body/Introduction
- Reading Aloud
- On screen versus off screen

TOPIC 3: PROOF READING MARKS

- Proof-reading symbols
- Proof-reading checklist

TOPIC 4: PROOF READING CHECKLIST

- Accuracy - spelling/grammar/punctuation etc.
- Impression - tone/word choice/intent etc.
- Appearance - consistency/spacing/font/bullets etc.
- Common Mistakes to recognize and avoid



Brendan Murphy

Training Associate

Brendan is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has long experience of group facilitation in a variety of settings with a knack for individual performance improvement.

Brendan brings his vibrant enthusiasm for training to every course he delivers. His resulting style is participative and inclusive, which empowers learners to develop their skills and achieve great results from training.

As a writing trainer for DCM Learning, he passes on his razor-sharp instincts for writing that works to clients as diverse as Coca Cola, Bristol Myer Squibb and Cork County Council.

Some of Brendan's qualifications include:

- BA in English, St. Patrick's College, Maynooth
- FETAC Level 6 Train the Trainer with Distinction
- Diploma in Business & Executive Coaching, Smurfit Business School
- Higher Diploma in Education, St. Patrick's College, Maynooth

"The course was brilliant and the content was very relevant to the group. Brendan was excellent in delivering this training and it made the topic very enjoyable."

Fionn Hanratty, Engineer, Irish Aviation Authority





Inhouse Training, One Size Doesn't Fit All.

Does your team need Proof Reading training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%



Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the
right course**

DUBLIN

- ☎ 01 5241338
- ✉ dublin@dcmlearning.ie
- 📍 Guinness Enterprise Centre

CORK

- ☎ 021 2429691
- ✉ cork@dcmlearning.ie
- 📍 Atrium Business Centre
Blackpool Business Park

DROGHEDA

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Co. Louth