ATLAS TRANSLATIONS

PROOFREADING

team@atlas-translations.co.uk +44(0)1727 812 725

Effective proofreading

The aim of this course is to provide you with an understanding of the skills required for proofreading a document and ensuring optimum quality. The course covers all aspects of a typical quality assurance workflow that should be followed before delivering any final document. It is suitable for translators who wish to offer an extra service to their clients or simply want to improve the quality of their work.

This course can be taken at a date which is convenient for you, and is suitable for 1 to 1 or a group of colleagues.

UNDERSTANDING PUBLISHING PROCESSES AND THE PROOFREADER'S ROLE: Important issues regarding the role of the proofreader within the publishing process. Regardless of whether documents are published or not, the proofreader should always bear in mind that the document they deliver should be print-ready.

UNDERSTANDING METHODS OF PROOFREADING: Common proofreading methods and techniques.

UNDERSTANDING THE BASIC CONCEPTS OF MS WORD REVISION TOOL AND ACROBAT NOTES: An overview of MS Word revision tool and Acrobat notes and how to use both effectively.

UNDERSTANDING SPECIAL MARK-UP SYMBOLS FOR INSERTING, DELETING, COMMENTS: Guidelines on how to highlight and mark up changes, insert missing parts, translator's notes, comments.

UNDERSTANDING PUNCTUATION: The checks that must be carried out with regard to punctuation, numbers, dates, double spaces, comma+space, semicolon+space, colon+space, contractions, apostrophes, etc.

UNDERSTANDING SPELLING AND GRAMMAR: An overview of common spelling and grammar issues and how to highlight them.

UNDERSTANDING DOCUMENT FORMATTING ISSUES: Examples of different document formatting issues and how to handle them, such as spacing between lines, page numbering, tables and captions, etc.

EXERCISES: At the end of the course, you will be given exercises to complete:

a. Create a proofreading checklist

b. Complex proofreading test: How do you do it?

ABOUT THE TRAINER

Roberto is a freelance translator who also has an MSc in computing! He's been working with Atlas since 2004, helping to train fellow translators.