

## **Proofreading Training**

A proofreader at Laserwords is expected to correct errors in spelling, style, alignment, spacing, and so on. Proofreaders must also have an eye for overall page layout. A proofreader compares the pages provided by the author against the typeset copies and indicates the errors on the typeset copy using universal proofreading symbols.

Laserwords' proofreading training includes an introduction to the principles and best practices of proofreading for the publishing industry, including those involving the styling of figures, tables, equations, footnotes, illustrations, captions, headings, running headlines, and page numbers as well as the use of good judgment about what to change and what to leave.

### **Training Objectives**

- To provide the learners with the ability to proofread the typeset copies per the specifications provided by the client

### **Learning Outcome**

By the end of the course, a learner will be able to:

- Read a document word for word for errors
- Understand and apply the style guide
- Understand and apply the client's instructions
- Raise relevant queries to the clients

### **Course Content**

The course is designed to start with simple pages that increase in complexity as the course progresses. Every effort has been taken to simulate the production environment by giving adequate hands-on experience and parallel projects that last at least one week.

### **Evaluation**

Daily tests and quizzes on the learning elements are part of evaluation. The scores on these evaluations are recorded and feedback is given to the learners regularly.

### **Proofreading Curriculum**

The curriculum consists of an overview of the workflow, proofreading principles, proofreading marks, and composition guidelines program features such as, front matter, pagination--galley, proofs/first proofs, pagination--second/corrected/master proofs, head

levels, equation/scheme, figure/art, tables, boxes, examples, quotes/extracts, lists, references, back matter, index, glossary, endnotes, instructions, mail reading/filing and queries.

### **Post -Training-Assessment**

At the end of the program, the participant takes an assessment that is measured against the learning objectives specified at the beginning of the program. The final evaluation is a 3-hour comprehensive test comprising all the elements that were taught during the training. Based on the results of this evaluation, participants are either moved into active projects as proofreaders or put back into training.