

BASIC EDITING SKILLS

Is your writing clear, concise and complete? Is it grammatically correct? Is it appropriate in tone and style? This course will show you how to edit your documents to ensure that your organisation's credibility and corporate image are not compromised by careless mistakes in writing.

Our Objectives

We aim to

- facilitate the spotting and correcting of errors in grammar, sentence construction, style, tone and mechanics in your documents
- ensure that editing is undertaken in a manner where your corporate needs are not compromised but match the reader's needs

Your Profile

This course is for anyone who wants to learn the essentials of proofreading and editing his own documents and that of others

Your Results

At the end of this workshop, you will have acquired skills in

- proofreading and editing documents for their intended reader and purpose
- spotting and correcting mistakes in spelling, punctuation and other areas.
- spotting and correcting grammatical mistakes in the use of tenses, signposting words, active/passive voice, parallel structures, etc
- editing sentences for clarity and conciseness
- editing for a consistent style and tone for the intended reader and purpose
- editing the language used in captions, labels and texts for diagrams and charts

Our Methods

This interactive workshop emphasises

- Lots of hands-on practice exercises
- Individual and group work
- Class discussions and feedback

Our Trainers

Our trainers are qualified and very experienced Singapore Polytechnic lecturers with specialised language training qualifications.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC
BUSINESS COMMUNICATION CENTRE**

Course Enquiry

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