



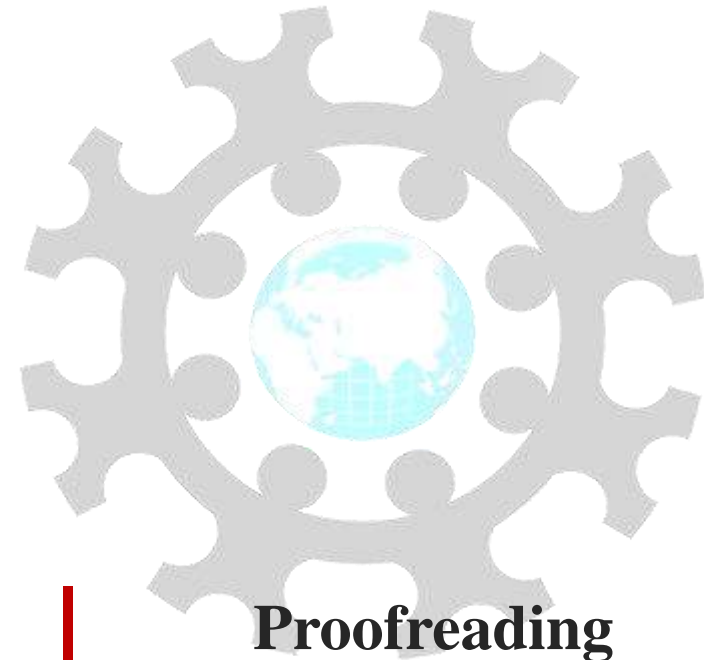
**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

University Institute of Engineering

Course Name- Professional Communication Skills

Course Code- 22PCH-105



Proofreading

DISCOVER . **LEARN** . EMPOWER

COURSE OBJECTIVES

The Course aims to:

1	Augment student's overall communication and interpersonal skills by practicing oral and written English for professional life.
2	Enrich reading capability to enhance business sense through special emphasis on business vocabulary and its usage.
3	Write business documents clearly, concisely and analytically in correct syntax.
4	Speak coherently, concisely in social and professional environment.

COURSE OUTCOMES

The students are expected to

CO Number	Title	Level
CO1	Apply non-verbal and soft skills effectively to attain expertise in Listening, Speaking, Reading and Writing Skills (LSRW Skills).	Apply
CO2	Apply correct contextual and comprehensible written text and speech in a wide range of communication situations.	Apply
CO3	Demonstrate linguistic competence while speaking and writing through accuracy in grammar, intonation, pronunciation and vocabulary.	Apply
CO4	Evaluate information as critical readers, speakers and writers applying ethics in communication and being sensitive in cross cultural communication.	Evaluate
CO5	Create original short compositions, in the form of paragraph writing, business correspondence, blogs etc. using logical support and argument.	Create



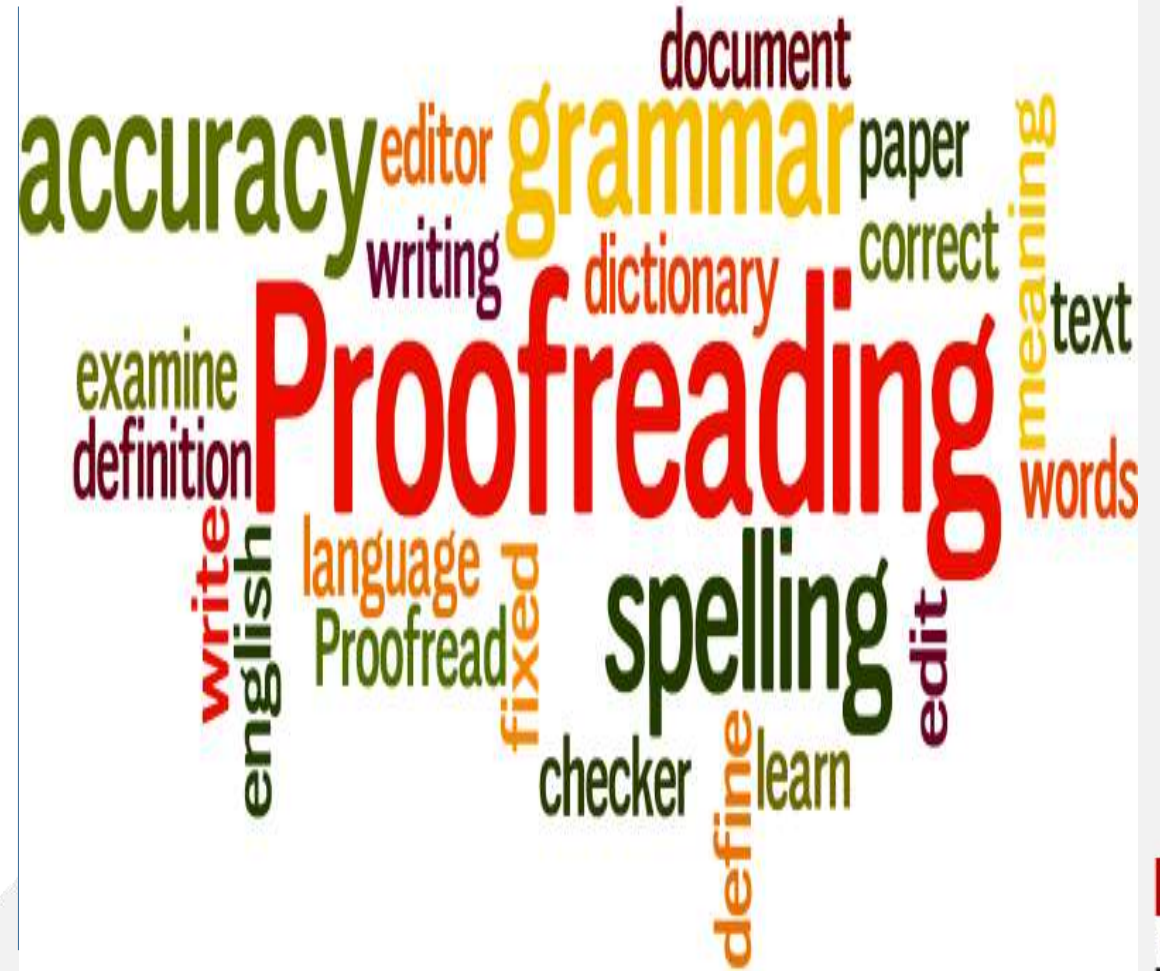
What is proofreading?

- Proofreading is just as its name suggests- the reading of a proof to make any document error free.



Why proofreading is important?

- To ensure accuracy in grammar.
- Consistency in spelling, punctuation and formatting.
- Revision of a manuscript before it is printed or published.
- To review the final draft.



Why Proofreading is important? **cont.**

- To see the final accurate version.
- Get better grade on final paper.
- Eradicate errors.
- Avoid negative impression.
- Give big picture view.
- Achieve good results.
- Include appropriate information.



Measures to check the document-

1. Accuracy
2. Grammatical errors
3. Sentence framing
4. Spelling mistakes
5. Right words
6. Punctuations
7. Cohesion-Coherence



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Steps of proofreading-



Steps of proofreading-







- Use a checklist
- Fact-check
- Spell-check
- Read aloud
- Focus on one line at a time
- Attend to format
- Proof again









Use of symbols with examples-

≡	capitalize	It was the last day in <u>august</u> .
lc/ /	make it lowercase	The ^{lc} D og played with a ^{lc} S tick.
sp. O	spelling mistake	Mom told me to stay ^{sp.} heer .
^	add a word or punctuation	I could ^{not} believe my eyes! There were rides [^] games [^] and prizes.
o	add a period	The park was crowded. There were a lot of families. ^o
↵	delete	She was so the smart.
↺	switch words or letters	He wanted to buy the bike red.
⌢	close the space	Look at the rain [⌢] bow!
# ^	add a space	I like reading a [#] lot.
¶	start a new paragraph	It was great! [¶] After that, we went to the park.

Use of symbols with examples-

	<p>New Paragraph</p> <p>Clean the cage. # After cleaning the cage, remember to feed the bird.</p>		<p>Close Up</p> <p>Amrit built a new dog) house.</p>
	<p>Insert Space</p> <p>Mia does not have a house # for her dog.</p>		<p>Transpose</p> <p>Do you think dogs or cats make pets) better? (tr</p>
	<p>Spell Out</p> <p>I have (2) cats. (sp</p>		<p>Capitalize</p> <p>Juan's cat is named banjo. (Cap</p>

Use of symbols with examples-

	<p>Lowercase</p> <p>Abby's cat is named Frisky. (lc)</p>		<p>Delete or Take Out</p> <p>Lawanda doesn't have any pets.</p>
	<p>Insert Word(s)</p> <p>Derek likes to take^{his cat for} walks.</p>		<p>Insert Quotation Marks</p> <p>Li said, "I wish I had a horse."</p>
	<p>Insert a Period</p> <p>Curtis just got a new puppy.</p>		<p>Insert a Comma</p> <p>Juli's dog likes dog toys, treats, and going for walks.</p>

Proofreading Vs Editing -



PROOFREADING

It involves checking surface errors like spellings, punctuation marks, consistency etc.



VS

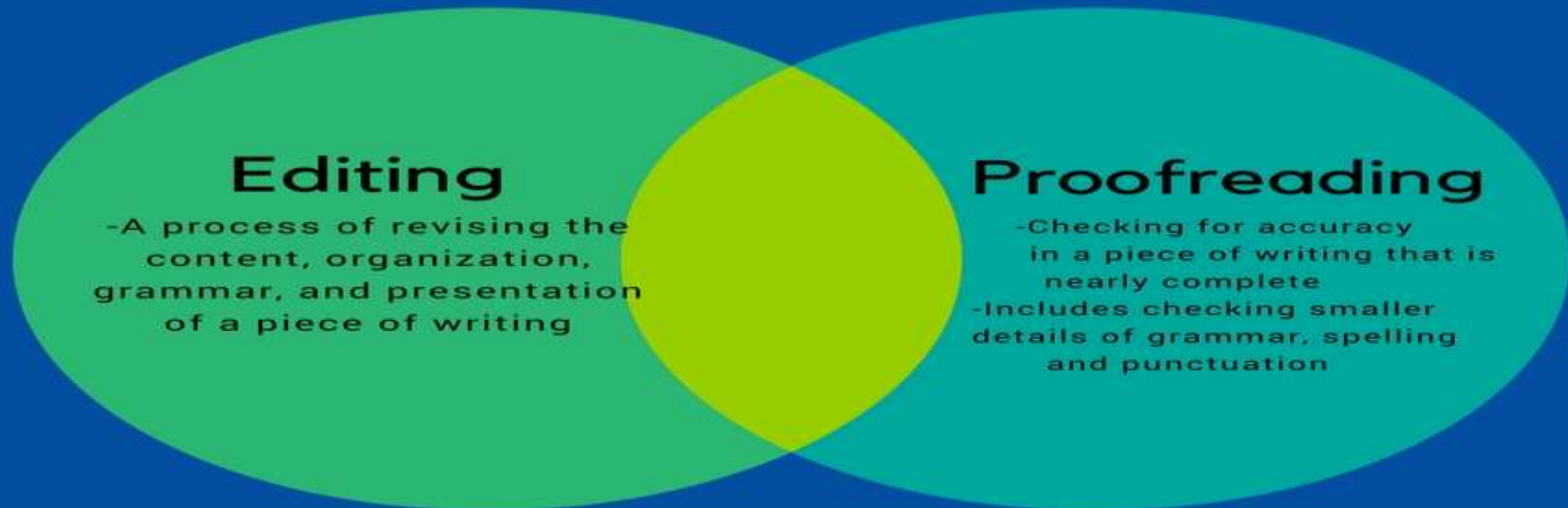


EDITING

It involves making the core language changes, improving expressions and overall writing quality.



Proofreading Vs Editing -



Proofreading is a part of editing, but editing is **much more** than proofreading.

The differences are actually pretty simple to understand once they are explained. They can be summed up in two sentences:

**“Copyeditors catch all the mistakes the author missed,
Proof-readers catch all the mistakes the copyeditor
missed.”**

Qualities of a good proof-reader-

- Knowledge
- Focus
- Passion for accuracy
- Patience
- Ability to be meticulous



Example of editing and proofreading

The city is a symbol, and in film there is the ~~symbolization~~symbolization of ~~the~~ city, but it is in the image itself, ~~—~~ apprehended through and by discourse, ~~—~~ that ~~that which the~~ what the city represents for man is ~~reveal~~revealed and ~~expresse~~expressed, and the city and its aspects ~~manifest~~are manifested in various figures, i.e., symbolized (~~Page 322, C. Leduc, 1990~~Leduc 322).

[The relationship] between the city and ~~enema~~film is complex ~~one~~. The treatment ~~that~~ a film ~~provide~~provides to ~~it's~~its setting, and the way the ~~films tend to~~ representfilm represents and ~~are reacting~~reacts to the city (or landscape) ~~they deal~~that it deals with, are usually, factors that ~~dictates~~dictate how audiences visualizes ~~it visualize the city~~. The ~~series~~series of moving images, and the utilization of ~~the~~ various sounds, ~~—~~ what Emily Thompson ~~call~~terms the “soundscape of modernity” ~~—~~ of the particular city which is ~~being~~ represented, ~~are~~ sometimes provide the only ~~method~~ means for global ~~citizen~~ have access to in order citizens to understand the space ~~as~~that they are viewing through the cinema. As Mark Shiel ~~in the~~ introductory chapter, states in “Cinema and the City in History and Theory”, the

Edited work -

2. Edited (Clean)

The city is a symbol, and in film there is the symbolization of the city; but it is in the image itself—apprehended through and by discourse—that what the city represents for man is revealed and expressed, and the city and its aspects are manifested in various figures, i.e. symbolized (Ledrut 322).

The relationship between the city and film is complex. The treatment that a film provides to its setting, and the way the film represents and reacts to the city (or landscape) that it deals with, are usually factors that dictate how audiences visualize the city. The series of moving images, and the utilization of various sounds—what Emily Thompson terms the “soundscape of modernity”—of the particular city which is represented, sometimes provide the only means for global citizens to understand the space that they are viewing through the cinema. As Mark Shiel states in “Cinema and the City in History and Theory”, the introductory chapter of the book *Cinema and the City: Film and Urban Societies in a Global Context*:

Applications

- Proofreading helps to improve the writing efforts of students as they skip this crucial step when writing.
- It creates readable writing and eliminates errors before printing or submitting an academic paper, essay, email or any other written document.

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Test-2
- Assignments
- Surprise Test
- Quiz
- End Semester Exam

References

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