

Proofreading and Editing

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Ann Zettle
Development Date	6/16/2001
Revised Date	9/29/2009
Course Number	10-106-108
Instructional Level	Associate Degree, Diploma, Certificate
Instructional Area	Business Technology
Division	Agriscience, Engineering, Technology
Department	Business Technology
Potential Hours of Instruction	54
Total Credits	3

Description

Develop proofreading skills: punctuation, grammar, spelling and usage errors. Edit documents: appropriate content, conciseness, clarity, point of view.

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation	54	3
Online		

Textbooks

William A. Sabin. *The Gregg Reference Manual*. Glencoe McGraw-Hill. **Edition:** 10th. **ISBN:** 0-07-293653-3.

William A. Sabin. *The Gregg Reference Manual: Basic Worksheets on Grammar, Usage, and Style*. Glencoe McGraw-Hill. **Edition:** 10th. **ISBN:** 0-07-293654-1.

Exit Learning Outcomes

Core Abilities

- A. Communication

Competencies

- A. **Correct keyboarding, grammatical, and formatting errors commonly made in business communications**

Linked Core Abilities

Communication

Competence will be demonstrated:

- A.1. by completing required grammar worksheets/quizzes
 A.2. by completing quizzes using reference materials
 A.3. by participating in classroom discussion of correct answers to worksheets/quizzes

Criteria - Performance will be satisfactory when:

- A.1. grammar worksheets/quizzes are correctly punctuated

- A.2. grammar worksheets/quizzes are correctly capitalized
- A.3. grammar worksheets/quizzes have correct number styles
- A.4. grammar worksheets/quizzes have correct abbreviation styles
- A.5. grammar worksheets/quizzes have correct plurals
- A.6. grammar worksheets/quizzes have correct possessives
- A.7. grammar worksheets/quizzes have correct spelling
- A.8. grammar worksheets/quizzes have correct homonyms
- A.9. grammar worksheets/quizzes have correct compound words and words that are gender appropriate
- A.10. grammar worksheets/quizzes have correct use of the hyphen in compound words
- A.11. grammar worksheets/quizzes have correct subject and verb agreement
- A.12. grammar worksheets/quizzes have correct use of pronouns
- A.13. grammar worksheets/quizzes have are consistent in use of adjectives and adverbs, negatives, prepositions, and sentence structure
- A.14. grammar worksheets/quizzes have correct word usage (such as lie vs. lay and effect vs. affect)
- A.15. you enter into class discussions
- A.16. you offer questions or comments during class regarding the correct answers to worksheets/quizzes
- A.17. you attend class regularly
- A.18. you arrive for class on time
- A.19. you listen attentively during class

B. Revise unclear and wordy text

Linked Core Abilities

Communication

Competence will be demonstrated:

- B.1. by completing required worksheets
- B.2. by completing quizzes using reference materials
- B.3. by participating in classroom discussion of correct answers to worksheets/quizzes

Criteria - Performance will be satisfactory when:

- B.1. worksheets/quizzes include revised business communication that is clear (eg. does not have unnecessarily difficult words, improper English, trite language, and passive voice)
- B.2. worksheets/quizzes include revised business communication that is concise (eg. does not have too many words, redundancy, the overuse of words, and unnecessary phrases and clauses)
- B.3. worksheets/quizzes include revised business communication that is readable (eg. length of sentences and number of sentences in a paragraph are appropriate)
- B.4. worksheets/quizzes include revised business communication that is complete (eg. does not have content that is missing and incorrect format)
- B.5. you enter into class discussions
- B.6. you offer questions or comments during class regarding the correct answers to worksheets/quizzes
- B.7. you attend class regularly
- B.8. you arrive for class on time
- B.9. you listen attentively during class

C. Use a standard set of revision symbols to indicate correct grammar, usage, and style

Linked Core Abilities

Communication

Competence will be demonstrated:

- C.1. by using the correct revision symbols for both worksheets and quizzes
- C.2. by participating in classroom discussion of correct answers to worksheets/quizzes

Criteria - Performance will be satisfactory when:

- C.1. worksheets/quizzes have the correct revision symbols
- C.2. you enter into class discussions
- C.3. you offer questions or comments during class regarding the correct answers to worksheets/quizzes
- C.4. you attend class regularly
- C.5. you arrive for class on time
- C.6. you listen attentively during class

D. Use reference materials to verify correct grammar, usage, and style**Linked Core Abilities**

Communication

Competence will be demonstrated:

- D.1. by using the Gregg Reference Manual to complete worksheets and quizzes
- D.2. by participating in classroom discussion of correct answers to worksheets/quizzes

Criteria - Performance will be satisfactory when:

- D.1. worksheets/quizzes are correctly punctuated
- D.2. worksheets/quizzes are correctly capitalized
- D.3. worksheets/quizzes have correct number styles
- D.4. worksheets/quizzes have correct abbreviation styles
- D.5. worksheets/quizzes have correct plurals
- D.6. worksheets/quizzes have correct possessives
- D.7. worksheets/quizzes have correct spelling
- D.8. worksheets/quizzes have correct homonyms
- D.9. worksheets/quizzes have correct compound words and words that are gender appropriate
- D.10. worksheets/quizzes have correct use of the hyphen in compound words
- D.11. worksheets/quizzes have correct subject and verb agreement
- D.12. worksheets/quizzes have correct use of pronouns
- D.13. worksheets/quizzes have are consistent in use of adjectives and adverbs, negatives, prepositions, and sentence structure
- D.14. worksheets/quizzes have correct word usage (such as lie vs. lay and effect vs. affect)
- D.15. you enter into class discussions
- D.16. you offer questions or comments during class regarding the correct answers to worksheets/quizzes
- D.17. you attend class regularly
- D.18. you arrive for class on time
- D.19. you listen attentively during class

E. Use the Internet to access information on grammar**Linked Core Abilities**

Communication

Competence will be demonstrated:

- E.1. by submitting a completed online grammar assignment

Criteria - Performance will be satisfactory when:

- E.1. assignment includes the URL of the grammar Web site that assists them with their English grammar and in building their vocabulary
- E.2. assignment includes a description of the topic on the Web site
- E.3. assignment includes a print out of the completed grammar assignment

F. Build vocabulary**Linked Core Abilities**

Communication

Competence will be demonstrated:

F.1. vocabulary assignments

Criteria - Performance will be satisfactory when:

F.1. vocabulary assignment includes the usage of the required vocabulary words

F.2. vocabulary assignment includes certain words that are spelled correctly

F.3. vocabulary assignment includes certain words that are defined correctly

F.4. you enter into class discussions

F.5. you offer questions or comments during class regarding the correct answers to worksheets/quizzes

F.6. you attend class regularly

F.7. you arrive for class on time

F.8. you listen attentively during class