

# Virginia Western Community College

## AST 107

### Editing and Proofreading Skills

#### **Prerequisites**

none

#### **Course Description**

Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization, and other usage problems.

**Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0**

#### **Required Materials**

##### **Textbook:**

Jaderstrom, Susan/Miller, Joanne. Business English at Work, Third Edition. Glencoe/McGraw-Hill, 2007. ISBN No. 9780073314266. Since this textbook is also a workbook, it must be purchased NEW. The CD will be bundled with the textbook. The CD is necessary in order to complete the homework assignments.

##### **Other Required Materials:**

USB Key

Sabin, William A. *The Gregg Reference Manual*, 11th Edition. New York, NY McGraw-Hill/Irwin Book Company. (Ninth or 10<sup>th</sup> editions may also be used.)

The book comes with a student code which can be used to access supplementary materials from the McGraw-Hill Website to enhance the student learning process.

#### **Course Outcomes**

**At the completion of this course, the student should be able to:**

- A. Use the dictionary to locate various kinds of information and interpret information included with each entry.
- B. Use a reference manual to quickly locate answers to specific questions when preparing business documents.
- C. Use acceptable grammar including nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections.
- D. Diagram sentences.
- E. Punctuate sentences with commas, semicolons, colons, and other marks of punctuation correctly.
- F. Capitalize words and letters appropriately.

- G. Express numbers correctly.
- H. Spell abbreviations and contractions properly.
- I. Spell frequently misspelled words correctly.
- J. Use and interpret proofreaders' marks; use proofreading skills to compare written material for errors.
- K. Write grammatically correct sentences.
- L. Use the Internet for research.
- M. Learn and use word division rules.

## **Topical Description**

### **AST 107 PROOFREADING AND EDITING**

Class Orientation	<b>Chapters 1 &amp; 2</b>
Software Instruction	
Chapter 1	
Chapter 2/Software Review	
Chapter 3	<b>Chapter 3</b>
Review of Chapters 1-3	<b>Diagramming</b>
Diagramming Chapter 3	
<b>Unit 1 Test—Chapters 1-3</b>	<b>Unit 1 Test</b>
Chapter 4	<b>Chapter 4</b>
Chapter 5	<b>Chapters 5 &amp; 6</b>
Chapter 6	
Chapter 7	<b>Chapters 7 &amp; 8</b>
Chapter 8	
Review of Chapters 4-8	
Diagramming Chapters 5-8	<b>Diagramming</b>
<b>Unit 2 Test—Chapters 4-8</b>	<b>Unit 2 Test</b>
Chapter 9	<b>Chapter 9</b>
Chapter 10	

Chapter 11	
Review of Chapters 9-11	<b>Chapters 10 &amp; 11</b>
Diagramming Chapters 9-11	<b>Diagramming</b>
<b>Unit 3 Test–Chapters 9-11</b>	<b>Unit 3 Test</b>
Chapter 12	
Chapter 13	<b>Chapters 12 &amp; 13</b>
Chapter 14	
Chapter 15	<b>Chapters 14 &amp; 15</b>
Review of Chapters 12-15	
Diagramming Chapters 12-15	<b>Diagramming</b>
<b>Unit 4 Test–Chapters 12-15</b>	<b>Unit 4 Test</b>
Editing/Proofreading Module	<b>Editing/Proofreading Module</b>
Word Division Module	<b>Word Division Module</b>
Chapter 16	<b>Chapters 16 &amp; 17</b>
Chapter 17	
Chapter 18	<b>Chapter 18</b>
Review of Chapters 16-18	
Diagramming Chapters 16-18	Diagramming
<b>Unit 5 Test–Chapters 16-18</b>	<b>Unit 5 Test</b> <b>Diagramming Quiz</b>

### **Notes to Instructors**

1. Diagramming sentences (Interactive Internet practice)
2. Workplace Applications (a different topic for each chapter)