AST 107
EDITING/PROOFREADING SKILLS

COURSE OUTLINE

Prerequisites:

None

Course Description:

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

Course Objective

Review of English fundamentals as applied to business situations. Topics include use of standard references, grammar and usage, punctuation, spelling, vocabulary, and proofreading.

Semester Credits: 3 **Lecture Hours: 3 Lab/Recitation Hours: 0**

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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.

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Required Materials:

USB Key

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

Textbook:

Jaderstrom, Susan/Miller, Joanne*. Business English at Work*, Third Edition. Glencoe/McGraw-Hill, 2007. ISBN No. 13-978-0-07-313790-2.

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.

The following supplementary materials are available:

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.

AST 107
PROOFREADING AND EDITING
Schedule 2016

Class Orientation	
Software Instruction	
Chapter 1	
Chapter 2/Software Review	**Chapters 1 & 2**
Chapter 3	
Chapter 4	**Chapter 3**
Review of Chapters 1-3	
Diagramming Chapters 3 & 4	**Diagramming**
Unit 1 Test–Chapters 1-3	**Unit 1 Test**
Chapter 5	
Chapter 6	**Chapters 5 & 6**
Chapter 7	
Chapter 8	**Chapters 7 & 8**
Review of Chapters 4-8	
Diagramming Chapters 5-8	**Diagramming**
Unit 2 Test–Chapters 4-8	**Unit 2 Test**
Chapter 9	
Chapter 10	**Chapters 9 & 10**
Chapter 11	
Review of Chapters 9-11	**Chapter 11**
Diagramming Chapters 9-11	**Diagramming**
Unit 3 Test–Chapters 9-11	**Unit 3 Test**
Chapter 12	
Chapter 13	**Chapters 12 & 13**
Chapter 14	
Chapter 15	**Chapters 14 & 15**
Review of Chapters 12-15	
Diagramming Chapters 12-15	**Diagramming**
Unit 4 Test–Chapters 12-15	**Unit 4 Test**
Chapter 16	
Chapter 17	**Chapters 16 & 17**
Chapter 18	**Chapter 18**
Editing/Proofreading Module	**Editing/Proofreading Module**
Review of Chapters 16-18	
Diagramming Chapters 16-18	Diagramming

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Notes to Instructors
(List information about optional topics, departmental exams, etc.)

1. Diagramming sentences (Interactive Internet practice)

2. Workplace Applications (a different topic for each chapter)