

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:

Just notified that current text is no longer available and in process of selecting Fall 2019 textbook. Must be purchased as new as textbook is also a workbook.

Other 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.)

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 TO BE UPDATED AS NEW TEXTBOOK IS SELECTED

**AST 107
PROOFREADING AND EDITING**

Class Orientation	Chapters 1-3
Software Instruction	Diagramming 3
Chapter 1	
Chapter 2/Software Review	
Chapter 3	
Review of Chapters 1-3	
Diagramming Chapter 3	
Unit 1 Test–Chapters 1-3	Unit 1 Test
Chapter 4	Chapters 4-8
Chapter 5	Diagramming 4-8
Chapter 6	
Chapter 7	
Chapter 8	
Review of Chapters 4-8	
Diagramming Chapters 4-8	
Unit 2 Test–Chapters 4-8	Unit 2 Test
Chapter 9	Chapters 9-11
Chapter 10	Diagramming 9-11
Chapter 11	
Review of Chapters 9-11	

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

Notes to Instructors

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