

# General Proofreading: Theory & Practice Syllabus

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## **Module 1: Introduction to General Proofreading**

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Unit 1: Welcome to the Course

Unit 2: Why Proofread?

Unit 3: Skills Needed to be an Excellent General Proofreader

Unit 4: Who Needs a Proofreader?

Unit 5: What a General Proofreader Does (and Doesn't) Do

Unit 6: Terms Commonly (but Incorrectly!) Used as Proofreading

Unit 7: Editing at a Proofreading Rate

Unit 8: Module Quiz

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## **Module 2: Get into the Right Mindset**

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Unit 1: The Professional Proofreader's Mindset

Unit 2: Proofreading Niches

Unit 3: Proofreading Lingo

Unit 4: Module Quiz

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## **Module 3: Proofreading Basics**

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Unit 1: Types of Errors

Unit 2: Capitalization

Unit 3: Apostrophes

Unit 4: Hyphens

Unit 5: Commas and Semicolons

Unit 6: Quotation Marks and Italics

Unit 7: Subject/Verb Agreement  
Unit 8: Noun/Pronoun Agreement  
Unit 9: Numbers  
Unit 10: Commonly Misused Words  
Unit 11: American and British Spelling Variations  
Unit 12: Vocabulary Quiz

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## **Module 4: Proofreading Methods and Practice**

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Unit 1: Proofreading Methods: Pen and Paper  
Unit 2: Proofreading Methods: PDF  
Unit 3: Proofreading Methods: Microsoft Word  
Unit 4: Proofreading Methods: Google Docs  
Unit 5: Proofreading Practice  
Unit 6: Module Quiz

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## **Module 5: Turning Proofreading into a Business**

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Unit 1: Setting Up Your Business Website  
Unit 2: Writing Your Résumé  
Unit 3: Set Your Rates  
Unit 4: Taxes and Incorporating Your Proofreading Business  
Unit 5: Build Your Experience with Project Gutenberg  
Unit 6: Module Quiz

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## **Module 6: Finding Clients**

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Unit 1: Proofreading and Freelance Associations  
Unit 2: Social Media  
Unit 3: Blogging  
Unit 4: Online Marketplaces

Unit 5: Online Profiles  
Unit 6: Writing a Proposal  
Unit 7: Avoiding Scammers  
Unit 8: Don't Expect Clients to Just Come to You  
Unit 9: Active vs. Passive Marketing  
Unit 10: Module Quiz

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## **Module 7: Your Workflow**

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Unit 1: Starting Off on the Right Foot  
Unit 2: Working with Client Preferences  
Unit 3: A Proofreader's Relationship with Other Editors on the Project  
Unit 4: Billing with FreshBooks  
Unit 5: Your Reputation  
Unit 6: Requesting Testimonials  
Unit 7: Module Quiz

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## **Module 8: Getting the Most out of the Freelancing Life**

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Unit 1: Organizing Your Time to Avoid Burnout  
Unit 2: A Day in the Life of a Proofreader  
Unit 3: Gaining Confidence  
Unit 4: Module Quiz

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## **Module 9: Concluding Lessons**

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Unit 1: Commencement  
Unit 2: Know Thyself and Be Cool with Who That Is  
Unit 3: Dealing with the Past to Understand our Present  
Unit 4: Impostor Syndrome  
Unit 5: Module Quiz

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## **Module 10: Bonuses + Case Studies**

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Beginner Basecamp

Money Mindset Transformation

Case Study #1: Bobbi Jo Curty

Case Study #2: Bob Savigny

Case Study #3: Holly Tiller

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## **Module 11: Ignite Plus Exam (*only for Ignite Plus level*)**

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