Proofreading and Copy Editing Course

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Members of the Institute of Training and Occupational Learning and the National Association of Writers in Education

“Most of all, the course helped me to be confident in my career choice and helped me make the next step for my editing business. Since completing my course, I have been fully booked for a year...”  Maddy Glenn
Earn an Extra Income or Work Freelance Full-time with Proofreading and Copy Editing Skills

Now, more than ever, a huge number of publishers, private companies, including PR and advertising agencies, law firms, colleges and universities rely on the services of proofreaders and copy editors to ensure that their written material is professionally presented and error free.

As a part-time proofreader and copy editor you can earn a nice addition to your salary. Alternatively you could set yourself up as a full-time freelance, choosing when, where and who you work for.

Anyone with a good eye for detail and the ability to concentrate can learn how to proofread or copy edit. So, if you think this kind of work is for you we can certainly help you gain the skills you need in as little as two to three months.

“As Principal it is my job to maintain the fantastic reputation The Writers Bureau has acquired in helping people to develop their careers around writing. I’ve been involved with The Writers Bureau from the start, giving me over 30 years of experience in distance education. Plus, I have the help and support of a knowledgeable and dedicated team. Together we provide you with:

1. well written, high quality course materials
2. caring, helpful tutors
3. an efficiently run administration.

Our core concern is to help you develop your skills to the full and we aim to establish a warm and friendly relationship with each and every student.”
To help you master the techniques of proofreading and copy editing we have assembled a comprehensive, professionally written home-study course covering all the essentials. In your course you’ll learn:

- The skills and abilities required by a professional proofreader/copy editor
- Ways to improve your spelling
- Consistent punctuation
- Proofreading on paper
- Grammar know-how
- The copy editor’s roles and responsibilities
- Working electronically
- Setting up in business
- Useful resources and organisations
- Practical insider tips that can help you stand out from the crowd.

Your course contains eight fact-packed modules and four assignments – marked by your personal tutor.

Your studies are very flexible. You can study wherever you are – in the UK or abroad. You can adapt your study to suit your timetable. You can work when it suits you and you can start as soon as you are ready as there is no fixed enrolment date.

Your course materials are sent to you as soon as you enrol and are available immediately in the student community area when you enrol online.

You can submit your assignments by post or by email – the choice is yours.

And, to make your course really effective, you also receive personal guidance and advice from your tutor – an experienced proofreader and copy editor.

Maddy Glenn

“The Writers Bureau course helped me with everything I wanted to know. It gave me a short history of publishing and how the publishing process has changed as technology has advanced. It helped me understand what the role of an editor and/or proofreader meant, and what is expected of such roles in a professional light.

“Alongside these bigger learning curves, the course gave me an extensive education in the rules of English and American spelling and grammar. This helped me understand how to recognise incorrect grammar in a sentence and how to correct the sentence. It gave me insight into what a Proofreader and Copy Editor needed to look out for in text.

“Most of all, the course helped me to be confident in my career choice and helped me make the next step for my editing business.

“Since completing my course, I have been fully booked for a year. I am now continuing my studies with a Masters in English Literature, during which I have already proofread one client’s novel and am currently working in depth with a regular client on her second novel.

“In the last year I have earned £5,356.65 from proofreading and copy editing.”
Your Personal Tuition

Under the guidance of an expert tutor you will develop an understanding of proofreading and copy editing techniques. The assignments are designed to give you plenty of ‘real-life’ practice so that you get a feel for the standard of work you will be expected to produce once you start accepting freelance work.

You’ll also receive advice on presentation, typography, setting and style. You will be told how to improve your work – if it’s necessary – and how to avoid the common errors and mistakes that many beginners make.

Your tutor will encourage you, be objective, be realistic but most of all give you constructive comment. Through this firm but gentle approach many students come to know their tutor as a trusted friend.

All our tutors are experienced proofreaders and copy editors. Each one has been specifically trained by us to help you overcome the difficulties, and the pitfalls, that all new proofreaders and copy editors face.

From their own experiences they can help you to start proofreading and copy editing to a professional standard.

Your Contribution

We can do a lot to help you, but we can’t do it all for you. In fact, the major contribution must come from you.

In addition to a love of the English language you should also enjoy reading, have an eye for detail, good powers of concentration and enough free time to be able to study the course thoroughly. You do not need to be especially gifted at writing or be an expert in the English Language. All you need is the ability to follow your tutor’s advice and have enthusiasm, perseverance and determination to do well. If you think this sounds like you, there’s no reason why you can’t enjoy a complete career change or the extra income generated from part-time freelance proofreading and copy editing.

So if you really want a career as a proofreader or copy editor and you are prepared to put in the time and effort required, then together we can help make your goal a reality.
Finding Work

One of the most worrying aspects of moving into a new career area is finding work, whether that’s as a freelance or being employed by a publishing house. You needn’t worry about this as we’ve included a comprehensive list of useful resources and organisations to get you started as well as all the practical advice you’ll need.

We show you:

• How to find markets for your services
• How to present your work
• How to promote yourself
• What to charge
• How to ensure payment – invoicing and reminders
• How to set up your business

Plus, much more to get your proofreading and copy editing business off the ground.

We are so confident in our course and tuition service that we offer you a unique Double Guarantee.

Your Guarantees

Because we have full confidence in the course and tuition service, we are able to make your enrolment as risk free as possible by giving you a cast-iron, double guarantee.

This states quite clearly:

1. You have the course on 15-day (in your possession) inspection.
2. We will give you a £10.00 refund for any assignment which is not corrected properly by your tutor.

Your CPD Certificate

A Continuing Professional Development (CPD) Certificate is awarded on successful completion of your course. It is given to students who have completed all four assignments to the required standard.

“Finding Work

“The course reminded me how much I’d forgotten! It made me revise my punctuation and grammar and it also helped me to build a client base.

“I have published a collection of poetry – It’s a Word Thing – produced by a creative writing group I’ve been running in Tottenham. We had a launch in September and have sold around 200 copies to date, the proceeds from which go back into sustaining the group in the future. It’s been published via Christian Bookcase.

“I’ve not been using my publishing for an income as the writing groups are run on a not-for-profit basis to benefit budding writers. However I was awarded £5,000 as a grant to facilitate groups, buy ISBN numbers, hold book launches etc.”

Tommy Cloherty

4 | Finding Work
Module 1 – Introduction
Introduction to the course – how to tackle the Course – what is proofreading? – what is copy editing? – skills and abilities required – where to work? – simple proofreading test – key points to remember.

Module 2 – Spelling

Module 3 – Punctuation, Capitalisation and Hyphenation

Module 4 – Proofreading On Paper
The tools of the trade – understanding proofreading symbols – how to use them – errors to investigate – understanding house style – key points to remember – Assignment 2.

Module 5 – Grammar

Module 6 – Editing

Module 7 – Electronic Proofreading and Editing
Word processors – track changes – search and replace – spelling and grammar checkers – key points to remember.

Module 8 – Freelancing and Useful Information
Setting up in business – useful resources – useful organisations – Assignment 4 – course conclusion.

Course Synopsis

How To Enrol
If you want to be a proofreader and copy editor then there is no time like the present to start. It would be a shame to do nothing and then look back in a few years’ time and say, ‘If only...’ On the other hand, you could take action right now by enrolling today.

And remember, anybody can enrol on this course. You do not need any special qualifications or background and you can start whenever it suits you.

For those who wish to pay by credit card you can enrol by telephone, online or complete the enrolment form. We can then start working together to help you become a competent proofreader and copy editor!

Freephone 24 hrs
0800 389 7360
00 44 161 819 9922 (Overseas)

So, we now look forward to hearing from you and hope this is the start of a long and happy relationship between us.

www.writersbureau.com/proof
12 Reasons Why You Can Enrol With Complete Confidence

1. A specialist course written by experienced proofreaders and copy editors.
2. Caring constructive help from expert tutors.
3. Four tutor-marked assignments for practice and guidance.
4. Help and advice when you need it from our experienced Student Advisory Team.
5. Flexible study programme to suit you.
6. There’s no fixed enrolment date so you can enrol when it suits you.
7. Instant access to course material when you enrol online.
8. You have two years to complete your course but you can complete it in 3-4 months if you wish.
9. You have 15 days to inspect your course and to make sure it’s the right training for you.
10. Online Student Community area for safe contact with other students.
11. Advice on how to set yourself up in business as a freelance proofreader and copy editor.
12. On successful completion you are awarded a Continuing Professional Development Certificate as proof of your training.

“I am an English honours graduate but even so I discovered that my grammar was not as perfect as I had believed! After completing the Proofreading & Copy Editing course I set myself up as a part-time freelance proofreader with a small band of regular clients.”

Carol Browne

“I was so nervous when I started, it had been such a long time since I had studied like this, and I wasn’t sure what to expect. The tutor was so friendly and helpful with advice and guidance.

“This is a well detailed course and I would recommend it to those who would like to learn more about the way the English language should be written, to writers looking to improve reading and writing skills, as well as understanding publishing layouts and styles.

“Thank you for this course; it has certainly helped me improve my own writing skills and vocabulary.”

Maggie Coull
Fast Enrolment with Your Credit Card

24 hr Enrolment Line

0800 389 7360

Phone: 00 44 161 819 9922   Fax: 00 44 161 819 2842

Online

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