General Proofreading: Theory & Practice
Syllabus

Module 1: Introduction to General Proofreading

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

Module 2: Get into the Right Mindset

Unit 1: The Professional Proofreader’s Mindset
Unit 2: Proofreading Niches
Unit 3: Proofreading Lingo
Unit 4: Module Quiz

Module 3: Proofreading Basics

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

Module 4: Proofreading Methods and Practice

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

Module 5: Turning Proofreading into a Business

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

Module 6: Finding Clients

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

Module 7: Your Workflow

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

Module 8: Getting the Most out of the Freelancing Life

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

Module 9: Concluding Lessons

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
Module 10: Bonuses + Case Studies

Beginner Basecamp
Money Mindset Transformation
Case Study #1: Bobbi Jo Curty
Case Study #2: Bob Savigny
Case Study #3: Holly Tiller

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