



COURSE GUIDE

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MODULE 1: Introduction to General Proofreading

- Welcome to the Course**
 - Join PA General Proofreaders Facebook group*
 - Download the course guide
- Why Proofread + Who Hires a Proofreader**
- Skills Needed to Be an Excellent General Proofreader**
- What a General Proofreader Does (and Doesn't) Do**
- Module Quiz**
- BONUS: eBooks!**
 - Download *5 Mindset Shifts for Goal Crushing Confidence*
 - Download *Mindset Mastery Guide*
 - Download *Look Better in Writing™ Handbook of Commonly Misused (and Abused!) Words*
 - Download *The Ultimate Freelancer Tax Guide*

*A note about acceptance to the Facebook group: If you aren't accepted, please check the following things before you email our support team.

1. Did you answer all the questions? If you answered the questions on your phone, please reanswer them using a tablet or your computer. The mobile version can cut off the answers, so we can't see them.
2. Double check the spelling of your email address. We have to verify you as a student, and if they don't match exactly, we cannot verify you.

3. Do you have a photo or a logo as your Facebook avatar? Facebook has asked us to decline membership if there is no photo attached to your Facebook account.

MODULE 2: Grammar Refresher

Types of Errors

- Sign up for a free trial of [The Chicago Manual of Style Online](#)
- Bookmark [Merriam-Webster](#) link
- OPTIONAL:** Purchase [Merriam-Webster Unabridged](#) subscription
- Purchase *The Best Punctuation Book, Period.*
- Subscribe to Grammar Girl's weekly podcast and follow her blog

Grammar Myths and Common Grammar Mistakes

- Complete worksheet
- Compare worksheet with answer key, researching as needed

Parts of Speech

- Complete worksheet
- Compare worksheet with answer key, researching as needed

Pronouns

- Complete worksheet
- Compare worksheet with answer key, researching as needed

Contractions and Possessives

- Complete worksheet
- Compare worksheet with answer key, researching as needed

Verb Forms

Complete worksheet

Compare worksheet with answer key, researching as needed

MODULE 3: Sentence Structure

Subjects & Predicates

- Complete worksheet
- Compare worksheet with answer key, researching as needed

Sentence Fragments + Run-On Sentences

- Complete worksheet
- Compare worksheet with answer key, researching as needed

Subject/Verb Agreement

- Complete worksheet
- Compare worksheet with answer key, researching as needed

Order of Adjectives

Adverbial Clause vs. Participial Clause

- Complete worksheet
- Compare worksheet with answer key, researching as needed

Which vs. That + Dangling Modifiers

MODULE 4: Spelling and Word Use for Proofreaders

Common Typos

- Complete worksheet
- Compare worksheet with answer key, researching as needed

Commonly Misused Words

- Complete worksheets
- Compare worksheets with answer key, researching as needed

Numbers

- Complete worksheet
- Compare worksheet with answer key, researching as needed

American and British Spelling Variations

- Complete worksheets
- Compare worksheets with answer key, researching as needed

Capitalization

- Complete worksheet
- Compare worksheet with answer key, researching as needed

MODULE 5: Punctuation Principles

Common Punctuation Mistakes

Apostrophes

Complete worksheet

Compare worksheet with answer key, researching as needed

Hyphenated and Compound Words

Complete worksheets

Compare worksheets with answer key, researching as needed

En vs. Em Dash

Complete worksheet

Compare worksheet with answer key, researching as needed

Commas and Semicolons

Complete worksheet

Compare worksheet with answer key, researching as needed

Quotation Marks and Italics

Complete worksheet

Compare worksheet with answer key, researching as needed

American and British Punctuation Differences

Vocabulary Quiz

MODULE 6: Proofreading Methods

- Proofreading Methods: Pen and Paper**
- Proofreading Methods: PDF**
 - Sign up for iAnnotate or a similar program
 - Set up toolbar and stamps
- Proofreading Methods: Microsoft Word**
- Advanced Formatting in Microsoft Word**
 - Download Microsoft Word Shortcuts PDF
- Proofreading Methods: Google Docs**
- Style in Proofreading**
- Module Quiz**

MODULE 7: Proofreading Practice

****Save work of Sets 1, 2, & 3 to turn in with your exam.****

- Complete Set 1
 - Compare work with annotated set and research areas of improvement
- Complete Set 2
 - Compare work with annotated set and research areas of improvement
- Complete Set 3
 - Compare work with annotated set and research areas of improvement
- OPTIONAL:** Complete bonus worksheets
 - OPTIONAL:** Compare work with annotated set and research areas of improvement
- OPTIONAL:** Complete CMOS worksheets
- OPTIONAL:** Sign up for tutoring

MODULE 8: Types of Proofreading

- Academic Proofreading**
- Blogging/Podcast Show Notes Proofreading**
- Business Writing Proofreading**
- Creative Writing Proofreading**

MODULE 9: Turning Proofreading Into a Business

- Setting Up Your Business Website**
- Writing Your Resume**
- Set Your Rates**
 - Research EFA for more info on rate standards
 - Decide on your rates (by word, page, and hourly)
- Taxes and Incorporating Your Proofreading Business**
 - Download the *Ultimate Freelancer Tax Guide*
 - Check out Small Business Development Center
 - Research a local CPA
 - Obtain an EIN
 - Consider purchasing *The Freelancer's Bible*
- Build Your Experience with Project Gutenberg**
 - Register as a volunteer proofreader at Distributed Proofreaders
 - Start proofreading text
 - Keep track of what you've read to add to your portfolio and LinkedIn
- Module Quiz**

MODULE 10: Finding Clients

- Proofreading and Freelance Associations**
 - Check out Freelancers Union
 - Check out Editorial Freelancers Association
 - Check out Society of Editors and Proofreaders
 - Research local associations to join
 - Follow associations on social media and enroll in newsletters
- Online Marketplaces to Find Proofreading Work**
 - Research marketplaces
 - Sign up for marketplaces of interest
- Leveraging Online Profiles to Attract Ideal Clients**
 - Build profile on marketplaces of interest
 - Upload a professional headshot
 - Include your Facebook page link
 - Set your rates
 - Build your portfolio
- Social Media Basics**
 - Social Media Platforms and How to Make Them Work for You
 - Facebook Pages and Groups
 - LinkedIn, TikTok, Instagram & More!
 - Social Media Do's and Don'ts

MODULE 11: Marketing Basics

- Blogging Your Way to More Clients**
- Effective Proposal Writing**
- Avoiding Scammers**
 - Bookmark sites mentioned for easy reference
- Don't Expect Clients to Just Come to You**
- Active vs. Passive Marketing**
 - Determine seven creative marketing strategies you will implement
- Module Quiz**

MODULE 12: Understanding AI

- Introduction to AI
- AI and Proofreading
- AI Tools
- Advantages and Disadvantages of AI
- AI FAQs
- Bonus: Creating Marketing Copy with AI

MODULE 13: Your Workflow

- Starting Off on the Right Foot**
- Working With Client Preferences**
 - Download Preference Sheet
 - Read sample style guide
 - Read sample style sheet
- A Proofreader's Relationship With Other Editors on the Project**
- Billing With Freshbooks**
 - Consider signing up for a free trial of Freshbooks
- Developing Your Reputation**
- Module Quiz**

MODULE 14: Getting the Most Out of the Freelancing Life

- Organizing Your Time to Avoid Burnout**
 - Decide on a planner or online program to organize your time
- A Day in the Life of a Proofreader**
- Gaining Confidence**
- Case Study #1:** Bobbi Jo Curty
- Case Study #2:** Bob Savigny
- Case Study #3:** Holly Tiller
- Module Quiz**
- Commencement**

Final Exam

Exam

- Annotate the exam
- Email annotated exam and 15 of your annotated practice essays to grading@proofreadanywhere.com with subject line: GP Exam Completed
- Score 90% or better on exam
- Fill out form to join the GP graduate directory
- Join Facebook group: General Proofreading Marketing Mastermind