



**Public Sector**

# **Editing and Proofreading**

**Red Pen**

***Preparing documents for release***

'This one-day course helps you to use professional, editing and proofreading techniques. It focuses on developing your knowledge and confidence in preparing public sector documents for release.'

***Francis Walsh***



## What this course aims to achieve.

This one-day course will teach you how to complete the three, principal, editing processes: the structural, content and copy edits. You will develop your skills in proofreading as you work to achieve the editing standard required in the Australian public sector.

## What this course will try to help you do.

- Use the methodical sequence employed by professional editors to prepare documents for release or publication.
- Understand the various characteristics of structural, content and copy editing practices.
- Improve your understanding of and abilities in proofreading.
- Apply current, stylistic rules and conventions that comprise the publishing standards of the Australian public sector.
- Understand the important issues currently facing public sector editors.

## What this course is like.

This presentation is a combination of brief lectures, exercises and discussions. You will receive extensive, course documentation.

The learning environment is professional, relaxed and supportive. Participants' skills cover a broad range from beginner's level to experienced professional.



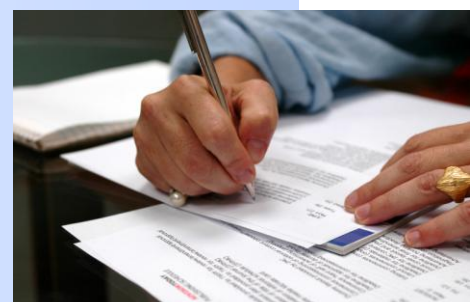
## What you will do during the course.

- Learn to define the writer's purpose and to ensure a document's structure is appropriate.
- Practise assessing and correcting the content of a document to make sure it is free of ambiguity and clichés.
- Make certain a document reaches its optimum standard in terms of unity, pace, word use and variety.
- Improve your copy editing skills in relation to grammar, punctuation, spelling, capitalisation and other stylistic conventions.
- Refresh your knowledge of bibliographic style.
- Deepen your understanding of proofreading techniques and conventions.
- Update your knowledge of Australian, public sector, editorial practice.

## What you will be able to do after the course.

If you follow the principles and techniques learned in this course, you will be able:

- to apply newly learned skills in editing and proofreading immediately upon your return to work
- to respond more competently to demands for editing of a higher standard
- to structure documents that provide information, analysis and/or advice
- to modify text to make it more coherent, interesting and consistent
- to correct a document for errors in stylistic conventions so that it is suitable for release to staff, stakeholders, clients, supervisors, ministers and the general public.



## Who you will meet at this course.

Typically, course participants are public sector employees or contractors who have a good understanding of writing. Participants have some knowledge of government editorial practice and some experience in developing documents to publishable standard. Those documents may as simple as e-mails or as complex as briefs and reports.

Some participants may have recently begun editing at work (including preparing their own text for release). Other participants may be experienced editors who wish to polish, update or refine their skills to ensure they meet the requirements of the Australian public sector.

All participants are welcomed.

All are supported and encouraged.

## What participants have said.

'Very entertaining. Made a dry subject very interesting. I will recommend this course to all my colleagues as it has been really helpful.'

'Very engaging presenter. Funny. Kept me interested.'

'Not too simplistic. Good, fast pace. Still enough time to ask questions.'

'Very informative. I have learnt a lot in one day. I will be attending more wisdom workshops with Francis.'

'Excellent content. Relevant to my work.'

'More public servants should do this course.'



# What to do next.

Register for the next 'Editing and Proofreading' course.

## The Public Sector Editing and Proofreading Course

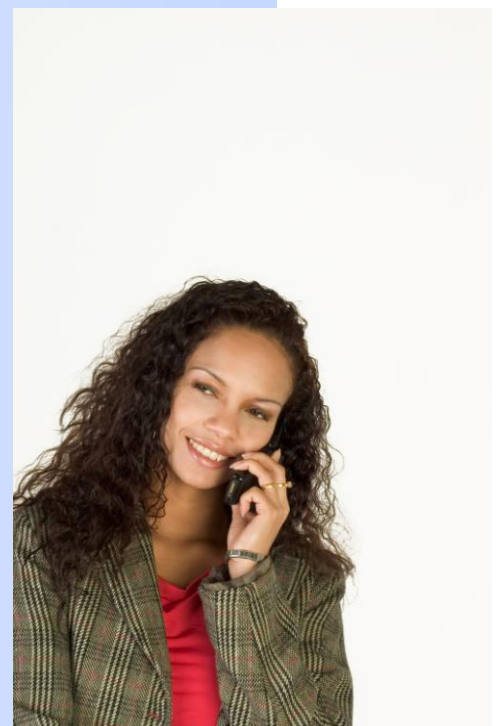
If you have any queries, please contact our Business Manager or visit our website.

**E:** [businessmanager@franciswalsh.com](mailto:businessmanager@franciswalsh.com)

**T:** (02) 6154 1501  
(07) 3374 4368

**W:** [www.franciswalsh.com](http://www.franciswalsh.com)

**Gain confidence as you prepare documents for release.**



## Other Francis Walsh Writing Courses

**Office Writing:** two days that cover all the fundamental writing skills you need in the Australian public sector

**Managing Writing:** two days that will help you to write more effectively as you take a positive leadership role in the public sector

**Dear Minister:** one day that helps you to develop your skills in preparing successful correspondence, Question Time Briefs and briefing submissions for your minister

**E-writing:** a special, one-day, in-house course that shows you how to write government, Internet and intranet documents

**Visit our website  
for more information.**

[www.franciswalsh.com](http://www.franciswalsh.com)

## Francis Walsh's Free E-booklets

[Windfall Recall](#)

[Punc.](#)

[The New Old-Fashioned English Text Book](#)

[Decision](#)

[Government on Tweet Street](#)

