



COMMUNICATION AND WRITING SKILLS | CWS-016

Editing and Proofreading Skills

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Course content

Why Attend

Errors in documents damage credibility and can cause misunderstandings or legal problems. Editing and proofreading improve clarity, accuracy and consistency.

This Aractech course covers levels of editing, structural and line editing, grammar and punctuation essentials, consistency and style guides, proofreading techniques, editing others' work tactfully and using digital tools. Participants edit a range of business documents.

Course Methodology

- Editing exercises
- Proofreading drills
- Style guide work
- Peer review
- Feedback

Course Objectives

- Distinguish levels of editing
- Improve structure and flow
- Correct grammar and punctuation
- Apply style guides consistently
- Proofread systematically
- Give constructive editorial feedback

Target Audience

- Editors and writers
- Administrative professionals

Course content

- Communication staff
- Report writers

Course outline

Detailed course outline

Day-by-day outline for Editing and Proofreading Skills.

Day 1 - Editing Levels

- 09:00-09:45 | Structural editing
- 09:45-10:30 | Line editing
- 10:30-11:00 | Copy editing
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Copy editing (continued)
- 11:45-12:30 | Proofreading
- 12:30-14:00 | Exercise: Editing levels

Day 2 - Structure and Flow

- 09:00-09:45 | Logical structure
- 09:45-10:30 | Paragraphs
- 10:30-11:00 | Transitions
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Transitions (continued)
- 11:45-12:30 | Conciseness
- 12:30-14:00 | Workshop: Structural edit

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Day 3 - Grammar and Punctuation

- 09:00-09:45 | Common errors
- 09:45-10:30 | Punctuation
- 10:30-11:00 | Agreement
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Agreement (continued)
- 11:45-12:30 | Word choice
- 12:30-14:00 | Exercise: Error correction

Day 4 - Consistency and Style

- 09:00-09:45 | Style guides
- 09:45-10:30 | Numbers and dates
- 10:30-11:00 | Terminology
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Terminology (continued)
- 11:45-12:30 | Formatting
- 12:30-14:00 | Lab: Applying a style guide

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Day 5 - Proofreading and Feedback

- 09:00-09:54 | Proofreading techniques
- 09:54-10:48 | Digital tools
- 10:48-11:00 | Giving feedback
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Giving feedback (continued)
- 12:12-13:06 | Final checks
- 13:06-14:00 | Capstone: Full document edit

Seminar dates

Available seminar dates

Live dates and pricing for Editing and Proofreading Skills generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Munich	Classroom	€3,225
14 - 18 December 2026	Barcelona	Classroom	€2,815
18 - 22 January 2027	Frankfurt	Classroom	€1,875
15 - 19 February 2027	Rome	Classroom	€3,460
15 - 19 March 2027	Kuala lumpur	Classroom	€1,925
19 - 23 April 2027	Barcelona	Classroom	€2,815
17 - 21 May 2027	London	Classroom	€2,315
21 - 25 June 2027	Geneva	Classroom	€4,315
19 - 23 July 2027	Barcelona	Classroom	€2,815
16 - 20 August 2027	Frankfurt	Classroom	€1,875

Seminar dates

Available seminar dates

Live dates and pricing for Editing and Proofreading Skills generated from the course details page.

Date	Location	Format	Fee
20 - 24 September 2027	Rome	Classroom	€3,460
18 - 22 October 2027	Kuala Lumpur	Classroom	€1,925
15 - 19 November 2027	Barcelona	Classroom	€2,815
20 - 24 December 2027	London	Classroom	€2,315
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

Seminar dates

Available seminar dates

Live dates and pricing for Editing and Proofreading Skills generated from the course details page.

Date	Location	Format	Fee
17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
18 - 22 October 2027	Online / Live	Online / Live	€1,815
15 - 19 November 2027	Online / Live	Online / Live	€1,815
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