

WORKSHOP OUTLINE: PROOFREADING

I. Basic Description: In 2-3 sentences, describe the workshop.

Students will understand the difference between editing and proofreading. They will be introduced to multiple strategies for finding and correcting errors in their writing.

II. Workshop Entry Expectations

Skills Level Ranges: Reading 4; Writing 4; Listening/Speaking 4; Math 1

III. Workshop Exit Standards

Upon successful completion of this workshop, the student will be able to:

- 1) Explain effective strategies for proofreading;
- 2) Edit his/her own writing for grammar, syntax, spelling, and mechanics.

IV. Workshop Content

The following concepts, ideas, or topics must be covered:

- 1) Editing vs. Proofreading;
- 2) Proofreading strategies for grammar, syntax, spelling, and mechanics;
- 3) Time management in the writing process.

V. Methods of Presentation

The following methods of instruction may be used in the course:

1. Directed class discussions, small-group discussions, peer group writing workshops, individual conferences, small-group conferences, and student presentations;
2. Films, audio-visuials, slides, and hand-out materials may be used to supplement discussion and readings;
3. Debate, role-playing activities, group projects, or other active learning;
4. Guest speakers from related disciplines may be invited to present special topical material;
5. Student ownership and presentation of assigned workshop material.

VI. Methods of Evaluation

The following methods of evaluation may be used in the workshop:

- 1) Pre- and Post-tests.

VII. Student Learning Outcomes

Upon successful completion of this workshop, the student will be able to demonstrate his/her ability to:

- 1) Proofread his/her own writing;
- 2) Identify common errors efficiently and accurately.