

The Essentials of Proofing and Editing

by Arujnee J Ram

COURSE OBJECTIVES

This 2-day workshop will explore ways to edit journalistic and academic writing through presentations, practical examples/exercises on writing, editing and critiquing. This hands-on workshop is targeted at beginners at print editing and reporting.

WORKSHOP LEADER

Arujnee J Ram has a Bachelor's degree in Communications, a Master's degree in Sociology and a keen interest in the written word and how words can be strung together in different ways for diverse platforms and audiences. Arujnee has experience on a wide range of topics from lifestyle, academic to business news during her wide and multi-faceted experience as journalist, part-time lecturer, copywriter, copyeditor, and newscaster in the U.S., U.K., India and Singapore. Besides English, she speaks three other languages including French and two Indian languages.

TARGET AUDIENCE

For new recruits to the industry, newly employed copy-editors, those considering a freelance career, and for writers like journalists who have only written but not edited.

COURSE OUTLINE

- An introduction to the symbols used in proofing
- The difference between copy editing and proofing.
- Headlines: an important part of content editing.
- American and British journalistic writing styles: differences in spelling, styles used in newswires and newspapers.
- The importance of choosing images to support a story.
- The changing rules of grammar, and instinctual editing versus rule-based editing.
- The difference in language and style between academic and journalistic writing.
- Libel, cultural awareness and sensitivity in journalistic writing.
- Exercises on editing for cultural/political sensitivities.
- The importance of backing up statements, retaining notes, and removing material from stories not backed up by evidence.
- The role of changing and evolving language in today's world.
- The need to avoid 'jargon'.

DATE and TIME

27-28 June 2008 (Fri-Sat), 9.30am to 5.30pm

VENUE

Agatha Room, Level 3,
Toa Payoh Community Library

Organised by



Supported by



The Essentials of Proofing and Editing

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COURSE ADMINISTRATION

Registration Fees

S\$350 per person includes light refreshment and course materials.

S\$300 for Early Birds who register by 24 May 2008.

Ways to register

1. Register online by visiting www.bookcouncil.sg/clap.htm
or
2. Complete the form below and fax it to **(65) 6742 9466**.

Cancellation & Substitution

Fees paid are non-refundable but transferable. Requests for substitution must be made on/before 20 June 2008.

A cancellation charge of 25% of the full course fee is applicable for cancellations made after 20 June 2008

Payment

Payment is required before the workshop commences or within 30 days of receipt of invoice, whichever is earlier. Payment to be made in Singapore Dollars, by cash, cheque or bank draft, payable to "NBDCS" and mail the payment together with your form to us. Alternatively you may deliver your payment, with your name and contact details attached, immediately after you have faxed/emailed/submitted your online registration.

Mailing Address

National Book Development Council of Singapore
c/o Geylang East Community Library
50 Geylang East Avenue 1
Singapore 389777

Enquiries

Email : clap@bookcouncil.sg

Tel : (65) 6848 8290

ABOUT THE ORGANISER

NBDCS is a non-profit umbrella body inaugurated in 1969 to promote storytelling, reading, writing and publishing, with a current objective to establish and develop Singapore as the Asian centre for publishing and the literary arts. NBDCS brings Singapore book industry and literary community together through industry events, courses, seminars, conferences and author lectures. NBDCS has been organising the prestigious Singapore Literature Prize since 1990 and also manages the Centre for Literary Arts and Publishing and Singapore Writers Centre

Registration Form – The Essentials of Proofing and Editing

Mr/Mrs/Ms/Dr _____

Organisation: _____

Designation: _____

Address: _____

Tel: _____ Mobile: _____ Fax: _____

Email Address: _____

Signature: _____