



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Proofreading for Publishing

Communication Studies and Language / Communication Studies

Unit Standard 246517 · NQF Level 5 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the skills to proofread materials for publishing, ensuring accuracy, consistency, and adherence to house style. Participants will learn to identify and correct errors in grammar, punctuation, spelling, and formatting, preparing them for professional proofreading roles in publishing environments.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	246517
Accreditation	SAQA Accredited · NQF Level 5 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply proofreading marks and conventions to correct errors in text
- Analyze texts for inconsistencies in style, grammar, and formatting
- Evaluate the accuracy of spelling, punctuation, and syntax in written materials
- Demonstrate the ability to maintain consistency with a given house style guide
- Implement quality control checks to ensure final documents are error-free

WHO SHOULD ATTEND

- This course is designed for editors, writers, publishers, and administrative professionals who need to proofread documents for publication.
- It is also suitable for individuals seeking to enter the publishing industry or enhance their editing skills.

COURSE OUTLINE

Day 1: Introduction to Proofreading and the Publishing Context

- What is proofreading?
- The publishing process: from manuscript to final print
- Roles of author, editor, proofreader, and publisher
- Standards and ethics in proofreading
- Overview of the unit standard 246517

Day 2: Language Skills and Grammar Fundamentals

- Parts of speech and sentence structure
- Punctuation: commas, semicolons, colons, dashes, quotation marks
- Spelling: SAE vs. British vs. American variants
- Common errors: subject-verb agreement, tense consistency, pronoun reference
- Exercises in error detection

Day 3: Proofreading Marks and Standard Notation

- History and purpose of proofreading marks
- BP 9 standard marks: deletions, insertions, substitutions, spacing
- Marking up hard copy: symbols and margin notes
- Digital markup using Track Changes and comments
- Practice exercises with sample texts

Day 4: Attention to Detail and Error Detection Techniques

- Techniques: reading aloud, reading backwards, using a ruler
- Common typographical errors and how to spot them
- Homophones, transpositions, and missing letters
- Consistency checks: spelling, hyphenation, capitalisation
- Timed exercises to build speed and accuracy

Day 5: Formatting and Layout Consistency

- Formatting elements: font size, bold, italic, underline
- Heading hierarchy and numbering
- Paragraph indentation, line spacing, and justification
- Lists: bulleted, numbered, and nested
- Tables, figures, and captions: consistency checks

Day 6: Working with Style Guides and Reference Materials

- Overview of major style guides: Oxford, Chicago, APA, MLA
- South African style preferences: SA English, terminology
- Using dictionaries: Oxford South African, online resources
- Creating and following a style sheet for a project
- Exercises in applying style guide rules

Day 7: Proofreading Different Types of Content

- Fiction: dialogue punctuation, narrative consistency
- Non-fiction: factual accuracy, citation checks
- Academic: references, footnotes, bibliographies
- Corporate: branding, tone, house style

- Specialised: jargon, abbreviations, units of measure

Day 8: Digital Proofreading and Collaboration Tools

- Adobe Acrobat: sticky notes, highlight, text edits
- Microsoft Word: Track Changes, Compare Documents
- Google Docs: suggestion mode, comments
- Best practices for clear communication in digital markup
- File naming, backup, and version control

Day 9: Checking Cross-References, Indexes, and Tables of Contents

- Cross-referencing: internal links, footnotes, endnotes
- Table of contents: headings, page numbers, formatting
- Indexes: alphabetical order, subentries, see/see also
- Hyperlinks: functionality and accuracy
- Practical exercises with sample documents

Day 10: Quality Assurance and Final Checks

- The final proof: what to check and when
- Developing a personalised proofreading checklist
- Reading for sense: flow, logic, and coherence
- Dealing with last-minute changes and corrections
- Sign-off procedures and proofreader's report

Day 11: Business Skills for Freelance Proofreaders

- Setting rates: per word, per page, per hour
- Creating a professional invoice and contract
- Marketing: portfolio, website, networking
- Handling revisions and difficult clients
- Legal considerations: copyright, confidentiality

Day 12: Assessment and Course Wrap-Up

- Practical assessment: proofread a sample manuscript
- Self-evaluation and peer review
- Q&A session: career paths and professional development
- Course evaluation and certificate of attendance
- Next steps: joining professional bodies, further training

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **15 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 43,000.00	R 43,000.00
1	In-House	R 56,000.00	R 56,000.00
1	On-Campus (Pretoria)	R 64,600.00	R 64,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	24 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	25 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	26 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	27 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	31 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	31 Aug 2026	On-Campus	Mauritius
17 Aug 2026	01 Sep 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 246517) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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