








# PROOFREADING FOR BUSINESS PROFESSIONALS





In today's workplace, no one has just one responsibility. With all the multitasking expected of each employee, we have to cultivate a variety of skills. And considering almost all of us send e-mail in our jobs, create documents to share with others, or proofread the work of others, one of the most crucial skills is clarity in our communication.

## This workshop will help you:

-  identify your weaknesses in grammar and proofreading;
-  understand the role of the proofreader;
-  learn proofreading techniques;
-  overcome some of the most common grammatical and punctuation errors;
-  become comfortable with language reference materials;
-  recognize stylistic inconsistencies; and
-  develop confidence in your own writing ability.

Write a pre-test and post-test to gauge your skills before and after this workshop!

## Who should attend?

-  Professionals, administrative or otherwise, who create or proofread documents
-  Professionals responsible for in-house or out-of-house communications, such as Web sites, newsletters, policy manuals, or employee handbooks
-  Professionals who lack confidence in their language skills
-  Anybody who sends e-mail in a work capacity

## What past participants have said:

"It was interesting and fun—can you believe it?" — Lesley S.

"Cathy's very friendly, personable, knowledgeable, and enthusiastic. Makes grammar fun!" —  
Alexandra E.

Cathy Witlox has over ten years' professional editing and writing experience, and currently teaches grammar and writing at the University of Toronto School of Continuing Studies. A long-time copy editor for Harlequin Enterprises, she now owns *WordWitlox*, a freelance editing and writing business. Her clients include Harlequin, HarperCollins, Thomson Nelson, Ariad Custom Communications, the University of Toronto School of Continuing Studies, and several aspiring authors.

