

## Course Description

### Business Writing: Editing and Proofreading (KLplus CPE Course)

#### Description :

Have you ever distributed a document or message only to find later that you forgot to include a key point or correct an embarrassing spelling error? Taking the time to edit and proofread your writing will help you produce more focused, polished, and effective business documents. This course describes how to edit and proofread effectively, covering key areas, such as tone, structure, clarity, and accuracy, as well as common grammar, punctuation, and spelling mistakes to watch out for.

#### Learning Objectives :

Upon completion of this course, the learner will be able to:

- identify general techniques for editing and proofreading
- recognize errors related to accuracy and completeness in a given business document
- identify guidelines for editing the structure of written documents
- specify ways to handle lack of clarity or conciseness in written documents
- recognize the appropriate use of tone for a given situation
- recognize issues related to word usage and punctuation when proofreading a given business document
- identify grammar, spelling, and style consistency mistakes in a given business document
- apply techniques for editing and proofreading written documents

**Estimated Course Duration :** 30 minutes (0.5 CPE)

**Delivery Method:** Online Self-Study

**Field of Study :** Communications and Marketing

**Program Level:** Overview

**Prerequisites:** None



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