

EDITOR PROOF

Effective Editing

A one-day workshop to sharpen your editing and proofreading skills
28 February, 11 April or 19 October 2017 (09.00 – 17.00)

Today's editors must do much more than correct misspellings and grammar. An effective editor must also know how much editing is needed. Expert editing is all about successful communication while maintaining your clients' good reputation and your own as an editor or writer.

This one-day workshop will clarify where an editor's responsibility begins and ends, and will offer tips on how to maintain good relations with authors. You will learn how to enhance others' writing and how to effectively edit your own.

In addition to interpersonal skills, the workshop will teach:

- What to edit and what to leave alone
- How to efficiently rid texts of officialese and the obscure
- How to clarify without changing the meaning

The workshop will take place at the offices of EditOr Proof:

Carrefour de Rive 2, second floor
1207 Geneva

The workshop includes lunch and coffee, and feedback on up to three pages of editorial notes addressed to authors or clients within one month of the workshop. The workshop is limited to 12 participants.

The cost of the workshop is CHF 380 (VAT incl.)

To register, go to our website: www.EditOrProof.net/workshops/

- What:** A one-day workshop to sharpen your editing skills and learn how to enhance others' writing
- Where:** EditOr Proof, Carrefour de Rive 2, 1207 Geneva
- When:** 28 February, 11 April or 19 October 2017
- Why:** Editors need to know how to do more than correct misspellings and grammar
- Who:** Business professionals, editors and others who want to improve their editing and writing
- How:** To register, go to our website: www.EditOrProof.net

“EditOr Proof’s workshop helped improve the level of writing of our whole media team. The trainers were excellent – dynamic, interactive and professional.”

– Fon Mathuros Chantanayingyong,
Senior Director, Head of Media,
World Economic Forum

For more information on EditOr Proof, go to

www.EditOrProof.net