<table>
<thead>
<tr>
<th>Module code</th>
<th>Module name</th>
<th>When</th>
<th>How long</th>
<th>Convenor</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>EAL4740</td>
<td>Proofreading and Editing Skills</td>
<td>Semesters 1 &amp; 2</td>
<td>10 weeks (2hrs x 5wks, offered twice a term)</td>
<td>Alan Hart <a href="mailto:a.g.hart@qmul.ac.uk">a.g.hart@qmul.ac.uk</a></td>
<td>None</td>
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**Aims**
To develop your ability to scrutinise and critique your own work both linguistically (typos, grammatical errors, vocabulary and coherence/cohesion errors) and in terms of improving the overall structure, organisation and quality of your work.

**Outline**
The syllabus is flexible and based on your language needs, but will cover:
- Academic style
- Working on essay and paragraph structure and identifying problems with argument development
- Learning how cohesion works
- Understanding issues with sentence structure
- Editing citations and use of sources
- Grammatical issues
- Practising editing and proofreading in class using sample materials and your own work

**Outcomes**
By the end of the module you should have:
- Developed sound understanding of the importance of effective editing and proofreading
- Explored ways of ensuring that grammar and cohesion work effectively
- Understood key issues related to coherence, cohesion and academic style
- Developed more effective use of citations as support for your argument