**Course Code and Title**

**EAL4740  Proofreading and Editing Skills**

**Delivery**

Semesters 1 & 2

**Level**

Level 4

**Prerequisites**

None

**Lectures**

None

**Seminars / classes**

2 hours for 5 weeks (10 hours per term)

**Tutorials**

None

**Assessment**

None

**Module convener**

Mr Alan Hart

**Module aims**

This module aims to develop students' ability to critique their own work linguistically in order to improve the quality of their coursework essays and assignments. Students will learn to scrutinise their work for typos, grammatical errors, vocabulary errors and coherence / cohesion errors. Moreover, students will also explore ways of improving the overall structure and organisation of their work in the light of the essay titles and assignment questions. Peer review strategies will be used to help students develop critical skills. These skills will be practised first on discipline specific authentic materials, before students are guided through editing and proofreading their own writing.

**Module outline**

The workshops will include:

- Revising essay structure
- Learning how cohesion works
- Recognising key issues in editing
- Understanding issues with sentence structure
- Editing citations and use of sources
- Grammatical issues
- Problems with a research paper

**Learning outcomes**

By the end of this module students should be able to:

- Edit and proofread effectively
- Ensure grammar and cohesion works effectively
- Understand key issues in editing
- Distinguish formal from informal style
- Use citations correctly

**Preliminary reading**

None