

CM172

COMMUNICATION AND WRITING SKILLS

Revising to Ensure the Highest Quality Documents

 Laboratory course**DURATION**
2 DAYS**REGULAR FEE**
885 \$**PREFERENTIAL FEE**
775 \$

Objectives

To provide the knowledge and skills required to rapidly detect and correct various types of errors, develop a critical eye and maintain diplomacy when editing or correcting texts.

Targeted audience

Anyone who needs to edit or proofread their own documents or those written by others.

Prerequisite

Good knowledge of the French language and its grammar.

Content

- Advanced level difficulties in spelling, grammar, syntax, punctuation and vocabulary
- Typographical rules: input, abbreviations, numbers, capitalization, italics
- Overview of new spelling rules
- Making corrections based on grammatical analysis
- The role of the reviser in the production of written documents
- Attitudes to adopt with respect to (1) the text to revise or correct, and (2) the author
- Procedures, tips, tricks, and checklists
- Discussion of tools used by professionals, including Antidote
- Practical exercises

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DATES*

Montreal

December 5 to December 6 2019