

WHO NEEDS A PROOFREADER

... maybe you do ...

Let's write it

POLLY HEALY

Certificate of Professional Proofreading and Editing

Society for Editors and Proofreaders - Membership No. 04622 (lapsed)

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Whenever you produce written material, you will (almost certainly) require the services of a proofreader. Even the overloaded in-house Editor may be grateful for a helping hand from time-to-time.

A professional proofreader's knowledge is generally superior to any computer software system. Computers are unable to recognize context, and

The importance of punctuation ...

The importance of punctuation

Lets eat grandpa

'Let's eat, grandpa!'

OUR ENGLISH ...

Spoken English and written English are virtually two different languages. One is learned through social and group activities in the comfort of family and friends, whilst the other is learned through toil, graft, hard work and often tears ... it just doesn't come naturally.

Standard written English has conventions and rules of punctuation, grammar, spelling the use of words. If a piece of written work is to be taken seriously, it must comply with these guiding principles. The work should be planned, polished and proofread.

Owing to continuous contact with other countries, English has

adapted and grown, and has now accumulated an impressive glossary of over 500,000 words for our daily use.

The English language is now spoken in most parts of the world and is, without doubt, the foremost progressive and modern 'living' language.

The electronic revolution has contributed to the decline of written and grammatical English. However, thankfully, all is not lost as we see that the written word has survived the pessimistic prophecies of a 'paperless' world.

To express a thought with precision and fluency, we draw

Proofreaders are, therefore, required in the work of:

- Advertising
- Autobiographies
- Biographies
- Charities
- Clubs and Associations
- Contracts
- Dissertations
- Drama and Film Scripts
- Educational Institutes
- Fundraisers
- Health and Local Authorities
- Magazines and Newsletters
- Newspapers
- Mail shots
- Printers
- Publishers
- Public Relations

THE REASONS YOU MAY REQUIRE A LACK OF TIME

No time for the detailed and painstaking work required for editing and proofreading.

LACK OF EXPERTISE

Many companies know little about editing a company brochure, website or newsletter, for instance.

WORKING ENVIRONMENT

For proofreading, a noisy hectic or bustling office environment is not conducive to prolonged concentration.

A FRESH PAIR OF EYES

Authors are not generally good at proofreading their own work

EDITING AND PROOFREADING WORK EXPERIENCE

DUBAI and KENYA (Mombasa)

owing to its familiarity.
Brochures . Leaflets . Minutes . Newsletters . Reports Speechwriting . Design . Production . Proofreading

- Dubai Country Club *Social Secretary and Committee Member*
- Dubai Exiles Rugby Club *Junior Club Committee Member*
- East African Women’s League *Secretary + Editor*
- Global Container Lines *Administrative Support Worker*
- The Bamburi Trust *Research - (Waste Management)*
- The Baobab Trust *Research (Endangered Green Back Turtles)*
- KSPCA and K9 *Committee Member and Fundraiser*
- St. George’s and St. Patrick’s Clubs *Committee Member*

UK

WEBSITES

MY OWN

- Animals and English... .. www.animalsandenglish.com
- Healy's Handy Household Hints www.healyshandyhouseholdhints.com
- The Smooth Guide to Sunbury and Sunbury on Thames... www.smoothguide-sunbury.com
- The Smooth Guide to Internet Fundamentals www.smoothguide-internetfundamentals.com
- The Smooth Guide to Photography www.smoothguide-photography.com
- The Smooth Guide to the Kenya Coast www.smoothguide-kenyacoast.com
- The Smooth Guide to MahJong www.smoothguide-mahjong.com
- English Language Hints and Tips www.englishlanguagetips.com

CREATED AND MANAGED FOR THIRD PARTIES

- Association of Community Health Councils for England and Wales (ACHCEW) ... www.achcew.org
- The Deanery of Hull (*under construction*) www.deaneryofhull.weebly.com
- Friends of Surbiton and Tolworth Health Community ... www.surbiton-tolworthhealthcommunity.com
- Hafidh's Safaris in Kenya... .. www.hafidhsafaris.com
- Healthwatch and Public Involvement Association (HAPIA) ... www.hapia2013.org
- Healthwatch Development... .. www.healthwatchdevelopment.net

WHERE COPY EDITORS AND PROOFREADERS FIT IN ...

It is important to know that the further down the production line the work goes, the more expensive it becomes.

AUTHOR	Writes the book and sends it to the Publisher .
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PUBLISHER	Costs, designs and sends the script to the Editor .
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EDITOR / COPY EDITOR

Checks for house style. Marks up heading codes. Corrects grammar, spelling, capitalisation and punctuation.

Checks factual accuracy, sense and possible libel. Sends the script to the **Typesetter**.

TYPESETTER	Provides proofs and sends them to the Publisher .
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PUBLISHER	Sends proofs to the Author, Proofreader and Indexer (if an index is required).
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AUTHOR	INDEXER
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PROOFREADER

Ensures amendments required by the Editor are made. Checks for errors made by the Typesetter and for errors the Editor may have failed to spot. Returns the amended proofs to the **Typesetter**.

TYPESETTER	Makes the changes required and sends the proofs on to the Publisher
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PUBLISHER	Gives final approval and sends the proofs to the Printer
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