

NOVEMBER 20, 1997

A: Division: INSTRUCTIONAL

Date: N

Course:

B: Faculty: LANGUAGE, LITERATURE & PERFORMING New Co

ARTS

Revision of Course JANUARY 1991
Information Form: X

C: PRFU 230

D: EDITING I: COPYEDITING
AND PROOFREADING

E:

3

Subject and Course Number

Descriptive Title

Semester Credit

This course provides students with a basic understanding of copy editing and the process by which...
to produce finished, edited material



PRFU 230

Subject and Course Number

Subject and Course Names

N. Textbooks and Materials to be Purchased by Students

Tests could include the following:

Stoughton, Mary. *Substance and Style: Instruction and Practice in Copyediting*. Editorial Experts

1989

O. COURSE OBJECTIVES

Students will be able to: use a desktop computer to create and edit documents; use a word processing program to produce finished documents; and will develop an understanding of the editor's role in scheduling and production.

P. COURSE CONTENT

a) become familiar with Canadian English standards of grammar, spelling, punctuation, and usage

b) compare English, American and Canadian language conventions

c) examine different usage manuals, editors' reference books, and style manuals for editing applications

2. Basic Editing (cont'd)

c) edit material for sexual and racial stereotyping, libelous
statements and sensitivities of the consumer

d) perform minor rewrites of material, retaining style, substance
and intent of original

