

## Proofreading, Revising & Editing Program (2 months)

**LESSON CONTENT 1:** Understanding the Writing Process

**LESSON CONTENT 2:** Writing Sentences

**LESSON CONTENT 3:** Avoiding Awkward Sentences

**LESSON CONTENT 4:** Creating Sentence Variety

**LESSON CONTENT 5:** Shaping Paragraphs

**LESSON CONTENT 6:** Using Transitions

**LESSON CONTENT 7:** Establishing a Writing Style

**LESSON CONTENT 8:** Turning Passive Verbs into Active Verbs

**LESSON CONTENT 9:** Making Sure Subjects and Verbs Agree

**LESSON CONTENT 10:** Making Sure Nouns and Pronouns Agree

**LESSON CONTENT 11:** Using Modifiers

**LESSON CONTENT 12:** Checking Capitalization and Spelling

**LESSON CONTENT 13:** Punctuating Sentences

**LESSON CONTENT 14:** Using Commas

**LESSON CONTENT 15:** Using Semicolons and Colons

**LESSON CONTENT 16:** Using Apostrophes in Plurals and Possessives

**LESSON CONTENT 17:** Using Quotation Marks

**LESSON CONTENT 18:** Using Hyphens, Dashes, and Ellipses

**LESSON CONTENT 19:** Checking for Commonly Confused Words and Clichés

**LESSON CONTENT 20:** Putting It All Together

### Target:

This programme targets: Field Officers, Project Assistants, Project Officers, Project Managers, Project Coordinators, Operational Managers

### Duration:

Duration of this programme varies depending on individual's availability and pace of learning. However, for starters, the programme takes a minimum of 2 months.

**Cost: USD 90 per Month**