

# PHILIP VASSALLO, Ed.D.

WRITING MANAGEMENT, DESIGN, INSTRUCTION, AND ASSESSMENT

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## Revising, Editing, and Proofreading

<b>Audience</b>	Administrative and technical staff responsible for creating or rewriting documents that demand perfection
<b>Duration</b>	Two days
<b>Description</b>	This interactive program employs individual and team exercises to build revising, editing, and proofreading skills. Participants have numerous opportunities to sharpen the organization, visual appeal, sentence structure, grammar, word usage, punctuation, and mechanics of their own practice documents.
<b>Scope</b>	<ul style="list-style-type: none"><li>• Employ the <i>Protect Your REP</i> formula when reviewing documents</li><li>• Layout text to support the reader's need to scan the document</li><li>• Edit for sentence structure, grammar, and word usage</li><li>• Check for all punctuation marks, capitalization, and abbreviation</li><li>• Polish documents by searching for what everyone else missed</li><li>• Receive individual feedback of revising, editing, and proofreading skills</li></ul>
<b>Format</b>	This course can be delivered in a paper or computer-assisted format.
<b>Materials</b>	<ul style="list-style-type: none"><li>• <i>Revising, Editing, and Proofreading</i> course manual</li><li>• <i>The Art of On-the-Job Writing</i> by Philip Vassallo</li></ul>
<b>Enrollment</b>	Limited to 12 participants
<b>Consultant</b>	Philip Vassallo, Ed.D.
<b>Assessment</b>	Pre-course customized <i>4S Writing</i> assessments of participant-submitted samples (add one-half consulting day)