Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of English

Course Type: SEC-I
Course Title: Proof Reading and Editing
Course Code: 101ENG1601
Credits: 02   **Max. Marks: 50**   **Lectures: 30 Hrs.**

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Learning Objectives:

LO 1. To familiarize the students with basic features of editing.
LO 2. To drill the students with basic features of grammar and usage.
LO 3. To develop an understanding for correct techniques of writing.
LO 4. To acquaint the students with related technical terms.

Course Outcomes: After completion of course the student will be able to-

CO 1.Ability to understand basic features of grammar and usage
CO 2.Being able to improve the text's grammar and syntax
CO 3.Familiarity with technical terms related to editing
CO 4.Ability to provide reliable set of editing standards and skill.
CO 5.Demonstrate their Proof Reading and Editing skills

Unit No.	Title of Unit & Contents	Hrs.
I	**Basic grammar and syntax**	**10**
	1.Spellings, Tracing Errors in Spellings 2.Word Classes 3.Sentence Structure, Sentence Completion, Phrases and idioms 4.Vocabulary, Synonyms, Antonyms 5.Phrases and Idioms	
	Unit Outcomes: UO 1. Students will get profound knowledge of Basic Grammar and Syntax. UO 2. Students' will be able to understand word formation and sentence structure**.**	
II	**Punctuation and Technical Terms**	**08**
	1.Full stop, Colon, Semi colon, Question mark, Comma, Exclamatory, Dashes, Parentheses, Square brackets, Hyphen, Ellipsis, Apostrophe, Quotation marks 2.Abbreviation,Abstract, Acronym, Alignment, Close Parenthesis, Close Quote, Content Management System (CMS), Content Mapping, Context Sensitive, Copy Writing, Dash Leader, Document Management, Editing Marks, Correction Marks., Proof-Reader Marks	
	Unit Outcomes: UO 1. Students will be acquainted with technical terms. UO 2. Students will comprehend technical proof reading terms.	

Unit No.	Title of Unit & Contents	Hrs.
III	**Editing**	12
	1.Basic Steps in Editing: Planning, Gathering/Organizing Composing/ Drafting, Revising/ Editing, Symbols of Editing, Analysis and Critique of Manuscripts/Media. 2.Types of Editing: Structural editing, Stylistic editing, copy editing,Proof reading, Formatting, Web editing, Line editing, Developmental editing 3**.** Documentation: Entries, references, works cited, bibliography, citing online and offline sources, formatting.	
	Unit Outcome: UO 1.Students will develop the skills of drafting, editing and proof reading.	

Learning Resources:

1.Correct English for Language skills, Subramanyam, Tickoo M. N, Macmillan Publication Hyderabad, 1977.

2. Essentials of Business Communication,PalRajendra,Sultan Chand Book Publication.1983.

3. Effective Editing,Halan, Y.C.,Sterling Publishers Pvt, Ltd

4.What Editors Do: The Art, Craft, and Business of Book Editing,GinnaPeter,University of Chicago Press, 2017.

5.Professional English, Meenakshi Raman& Sharma Sangeeta,Oxford Higher Education, 2018 (Online Resources)

6.English Editing, Alexa Estella D,Fair Field Book Publishers, 2013