

GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE
DEPARTMENT OF ENGLISH

ADD-ON COURSE:
EDITING AND PROOFREADING
(2022-2023)



Government General Degree College, Mangalkote
Department of English

Name of the Course: Editing and Proofreading

Objectives of the Course:

Editing and proofreading are integral parts of all academic writing. A proper knowledge of these two enables one to compose with clarity and correctness. This course will help the students

- To develop a comprehensive idea about editing and proofreading.
- To gain knowledge about the mechanics and style of editing and proofreading.
- To learn the skills to convert a draft into an effective write-up.
- To explore new areas of employment.

Requirements:

- *Student participation and Interaction:* Internal. Compulsory for English (H) students.
- *Teachers:* Faculty members of the Department of English. External faculty members and research scholars may be invited to conduct some classes depending on their willingness and availability.
- *Course Fee:* Nil
- *Intake Capacity:* 50
- *Contact Hours:* 30 hrs
- *Class/Lecture duration:* 1 hr

Syllabus Content

UNITS	COURSE CONTENT	CLASS/LECTURES
1	Introduction: Definition and meaning, objectives, and fundamentals of editing and proofreading	06
2	Four basic steps of writing: outlining, revising, editing and proofreading	06
3	Copy editing, ethics and aesthetics of editing,	08



	spelling, grammar, punctuation, notes and references	
4	Basics of proofreading, various kinds of error-capitalization	06
5	Editing and Proofreading: Practice	04
	Total no. of Lectures	30

Examination Pattern: Full Marks: 30

- 1. Multiple Choice Questions- 20 marks**
- 2. Viva voce/ Presentation - 10 marks**

Modern Pedagogy

The course will follow the lecture method of teaching and the completion of each topic will be followed by interactive sessions where the students will be assigned some tasks related to the particular topic. It will also involve reading and interactive sessions.

Process of Continuous Assessment and Grading

1. Attendance of the students
2. Continuous assessment through interactive sessions
3. Multiple choice questions
4. Viva-voce

Expected Outcomes:

After the completion of the course, the students will learn and acquire the skills to do the following:

- Learn the basic skills of performing copy editing and proofreading.
- Gain the knowledge to compose an error-free writing. They will learn to avoid the mistakes of grammar, punctuation and spelling.
- Will gain confidence and competence to express themselves fluently in oral and written presentations.



Graduation pattern:

Percentage of marks obtained	Grade
90-100	Excellent - A
70-89	Good - B
50-69	Fair - C
40-49	Not Eligible for Certificate - D

Career Prospects:

A proper knowledge of editing and proofreading opens up innumerable avenues of employment. Students can seek placements in the fields of publishing, journalism, advertising and public relations. They can become content writers, proofreaders, language editors and copy editors.

Correlation to the Situatedness of the Institution

The remote location of the area creates a major obstacle for the students to have access to the various types of skill enhancement courses. However, courses like these will benefit the participating students to gain knowledge about the essential elements of the writing process. It will boost the confidence of the students and help them to gain knowledge about newer areas of employment sectors.

The Human Dimension of the Course:

The course will create an awareness about the newer avenues of employment that can be explored by the youths of this area. This will help them to think behind the domains of traditional jobs, where they often encounter tough competition. Moreover, after learning the basics of editing and proofreading, the students can work as a freelance editor and proofreader.





Department of English

GOVERNMENT GENERAL DEGREE COLLEGE MANGALKOTE

(Affiliated to The University of Burdwan)

Certificate of Completion

This certificate is awarded to Mr./Missbearing Roll No.....of Semester of the session 2022-2023 of the Department of...**English**....., G.G.D.C. Mangalkote, for successfully completing Add-on Course entitled “**EDITING AND PROOF READING**” during his/her.....Semester study.

The candidate has fulfilled all requirements and specifications set by the institute.

Grade:

Tahira Tashneem

Tahira Tashneem
(Head, Department of English)
G.G.D.C.Mangalkote

Dr. Debraj Biswal

Dr. Debraj Biswal
(IQAC Coordinator)
G.G.D.C. Mangalkote

Dr. Pradipta Kumar Basu

Dr. Pradipta Kumar Basu
OFFICER IN CHARGE, W.B.E.S.
Government General Degree College, Mangalkote
Dt. Purba Bardhaman, West Bengal- 713132

Dr. Pradipta Kumar Basu
(Officer In Charge)
G.G.D.C. Mangalkote

Grade for the certificate, 90-100% 'A', 70-89% 'B', 50-69% 'C' and 40-49% 'D'

Date of issue: