

Module code	Module name	When	How long	Convenor	Assessment
EAL4740	Proofreading and Editing Skills	Semesters 1 & 2	10 weeks (2hrsx5wks, offered twice a term)	Alan Hart a.g.hart@qmul.ac.uk	None
Aims	To develop your ability to scrutinise and critique your own work both linguistically (typos, grammatical errors, vocabulary and coherence / cohesion errors) and in terms of improving the overall structure, organisation and quality of your work.				
Outline	<p>The syllabus is flexible and based on your language needs, but will cover:</p> <ul style="list-style-type: none"> <li>• Academic style</li> <li>• Working on essay and paragraph structure and identifying problems with argument development</li> <li>• Learning how cohesion works</li> <li>• Understanding issues with sentence structure</li> <li>• Editing citations and use of sources</li> <li>• Grammatical issues</li> <li>• Practising editing and proofreading in class using sample materials and your own work</li> </ul>				
Outcomes	<p>By the end of the module you should have:</p> <ul style="list-style-type: none"> <li>• Developed sound understanding of the importance of effective editing and proofreading</li> <li>• Explored ways of ensuring that grammar and cohesion work effectively</li> <li>• Understood key issues related to coherence, cohesion and academic style</li> <li>• Developed more effective use of citations as support for your argument</li> </ul>				