



**AVENTIS**  
LEARNING GROUP

---

# **Proofread to Perfection! Accuracy and Editing**

# Table of Contents

---

Introduction .....	3
Key Takeaways .....	5
Course Outlines .....	6
Who Should Attend? .....	7
Course Details .....	8
Trainer's Profile .....	9
Testimonials .....	10

# Introduction

---



## *Learn How To Proofread Your Copy And Improve Conversion Rates*

How often have you said “oops!” after pressing on the send button without proofreading? Over-reliance on spell check or grammar check is insufficient. Learn the techniques for proof reading effectively to project an image of professionalism.

# Key Takeaway

---

*In this course, participants will be able to:*

- Know the common proofreading mistakes
- Understand the aspects of correct grammar usage
- Review word-choice and sentence structure
- Avoid the commonly misspelt words
- Review punctuation usage
- Practice proofreading skills



# Course Outline

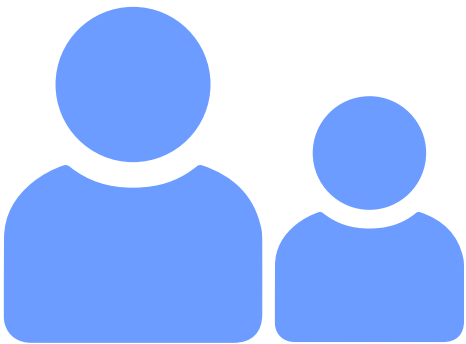
---

1. Proofreading checklist
2. Identifying common grammar errors
3. Reviewing the different tenses and their usage
4. The rules of subject-verb agreement
5. Singular and plural confusion
6. Sentence structure
7. Identifying commonly misspelt words
8. Using punctuation correctly
9. Proofreading practice



# Who Should Attend?

---



All levels of executive and non-executive personnel who need proofreading skills to enhance the accuracy of their writing.

# Course Details

---



**1 Day**  
**9am - 5pm (Classroom Session)**  
**9.30am - 4.30pm (LIVE Stream)**



**Classroom Learning** at  
Holiday Inn Orchard City  
Centre / **Online Learning**  
via Zoom



**6720 3333**  
**training.aventis@gmail.com**



**\$635** Before GST



# Trainer's Profile

---



## **Business English and Communications Coach: Emma Jarman-Jones (MBA, Imperial College London in UK)**

Emma Jarman-Jones specialises in developing and enhancing workplace communication skills. This work includes writing, speaking, interpersonal and management skills training. She has over 15 years of experience training in Singapore, as well as regionally in Malaysia, Thailand, Indonesia and Vietnam.

Emma has worked as an external consultant and trainer with both private and public sectors, designing, customising and delivering programmes, and coaching individuals. She believes in the potential of every person and is dedicated to providing the highest quality of training that will benefit the individual, as well as the organisation.

Emma holds an MBA from the Imperial College London in United Kingdom. She has also completed a Diploma in Human Resource Development at the Singapore Institute of Management, and is a certified People Developer Consultant.



# Testimonials

*Great business courses by Emma! I walk away with some great tips and insights which are not just ideas that have no practical consideration. The class's spirit of spontaneity and engagement is also very encouraging for my learning. Every trainer should be able to keep the attention of the class just like she has.*

**- Jess Tang-Xin, Senior Admin Executive, Singapore Workforce Development Agency**

*I loved Emma's presentation style. She shares stories to help everyone relate to the business scenarios that we may encounter at work. She also simplifies concepts for everyone to understand easily. One of the best professional development courses I have been to. I will recommend my colleagues to join me for one of her other upcoming courses.*

**- Razline Maria, Senior Business Associate, Shangri-la Hotel Singapore**

*Emma is very engaging, clear and precise in her teaching methods. She provides helpful pointers for us to improve better.*

**- Kelvin Teo, Infrastructure Support Manager, Singapore Police Force**