

The Art of Proofreading Techniques by Muhammad Zaki Ramli

This workshop focuses on proofread fast and accurately. The expert will teach how to learn the steps usually taken by proofreaders in proofreading. Plus, how to enhance the use of MS Word especially in proofreading.

overview

Who should attend

1. *Postgraduate & undergraduate students*
2. *Supervisors / Academicians*
3. *Researchers*
4. *Professionals*

<i>Time</i>	<i>Topic</i>
<i>8.30 a.m. - 8.45 a.m.</i>	<i>Registration</i>
<i>8.45 a.m. - 9.00 a.m.</i>	<i>Introduction to Proofreading</i>
<i>9.00 a.m. - 10.00 a.m.</i>	<i>On-screen Proofreading</i>
<i>10.00 a.m. - 10.15 a.m.</i>	<i>Morning Tea Break</i>
<i>10.15 a.m. - 1.00 p.m.</i>	<i>Grammar Proofreading</i>
<i>11.45 a.m. - 2.00 p.m.</i>	<i>Lunch Break</i>
<i>2.00 p.m. - 3.30 p.m.</i>	<i>Punctuation Proofreading</i>
<i>3.30 p.m. - 4.15 p.m.</i>	<i>Hiring a Thesis Proofreader : Who to Hire?</i>
<i>4.15 p.m. - 4.30 p.m.</i>	<i>Afternoon Tea Break / Certificate</i>
<i>4.30 p.m. - 5.00 p.m.</i>	<i>Question & Answer & Closing</i>

Tentative Programme

Course Details

SPEAKER : MUHAMMAD ZAKI RAMLI

Date : 03 September 2016

Time : 8.30am — 5.00pm

Venue : ARI, Level 12, Menara SAAS, UiTM Shah Alam

Fees: Normal RM170 (Package : 2pax = RM150/pax, 5pax =RM120/pax)

Payable to : Akaun Amanah Am UiTM

Bank : Affin Bank Berhad (105140003422)

**Fees include: Meals, Workshop Kits, Notes & Certificate*



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