



DIPLOMA

in

Proofreading and editing

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*Colin Smith*

Has completed the above course and has passed the following subjects:

*The publication process. Proofreading techniques. House style.  
Grammar, punctuation and spelling. Terminology. Symbols, Marks and colours. Use of English.  
Summarising. Accuracy. Relevant law. Editing on screen. Presentation. Other elements.*

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Pass grade:

Distinction

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Signed:

Cleland Thom  
Course Director

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28th March, 2013

