



Copyediting: Intermediate Syllabus

Session 1: Punctuation 101

- Compound Modifiers
- The Hyphen, Em Dash, and En Dash
- Semicolons and Colons
- The Comma and Essential vs. Nonessential Clauses
- Quotation Marks
- Prefixes, Suffixes, and Combining Forms

Session 2: Grammar, Usage, and Spelling Errors to Avoid

- Homophones and Incorrectly Used Words and Phrases
- Capitalization Conundrums (Mom, Dad, dogs, cheeses, wines, job titles)
- The Possessive
- An Overview of Tenses
- The Subjunctive Mood

Session 3: Parts of Speech, Agreement, and Tricky Words

- Parts of Speech
- Antecedents
- Subject-Verb Agreement
- Subjective and Objective Pronouns
- Who vs. Whom, That vs. Which, and Lie vs. Lay

Session 4: Appropriate Language Choices for Sensitive Topics

Editing and Awareness Guidance for Topics Including:

- The LGBT Community
- Disease and Disability
- Mental Health
- Race and Ethnicity
- Politics