



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur
(Empowered Autonomous Institute)

NAAC A+ Grade (4th Cycle) with 3.49 CGPA,
UGC-CPE (Phase-III) & DST-FIST Status



Structure and Curriculum of
Certificate Course

in
Proof Reading & Editing
(Under PM-USHA)

Approved by

Board of Studies in English

Rajarshi Shahu Mahavidyalaya, Latur
(Empowered Autonomous Institute)

w. e. f. December, 2025



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Department of English

Certificate Course under PM- USHA



Proof Reading & Editing

SYLLABUS

(Free of Cost Certificate Course)

Credits: 02

Max. Marks: 50

Lectures: 30 Hrs.

Learning Objectives:

- LO 1. To familiarize the learner with basic features of editing
- LO 2. To familiarize the learner with basic features of grammar and usage
- LO 3. To develop an understanding for correct techniques of writing
- LO 4. To acquaint the learner with related technical terms
- LO 5. To develop an understanding of different style manuals

Course Outcomes:

After completion of course, the student will be able to-

- CO 1. Ability to understand basic features of grammar and usage
- CO 2. Ability to correct and improve the syntax and grammar of the text
- CO 3. Familiarity with technical terms related to editing
- CO 4. Ability to provide reliable set of editing standards and skill.
- CO 5. Ability to apply and use different style manuals.

Unit No.	Title of Unit & Contents	Hrs.
I	Basic grammar and syntax	08
	1. Spellings, Tracing Errors in Spellings, 2. Sentence Structure, Sentence Completion 3. Vocabulary, Synonyms, Antonyms, 4. Phrases and Idioms	
	Unit Outcome: UO 1. Students will analyse basic features of grammar and built their vocabulary.	
II	Punctuation and Technical Terms	09
	1. Punctuation Full stop, Colon, Semi colon, Question mark, Comma,	

Unit No.	Title of Unit & Contents	Hrs.
	Exclamatory, Dashes, Parentheses, Square brackets, Hyphen, Ellipsis, Apostrophe, Quotation marks 2. Technical Terms Abbreviation, Abstract, Acronym, Alignment, Close Parenthesis, Close Quote, Content Management System (CMS), Content Mapping, Context Sensitive, Copy Writing, Dash Leader, Document Management, Editing Marks, Correction Marks. Proof-Reader Marks	
	Unit Outcome: UO.1 Students will be able to use standered written communication for various purpose.	
III	Editing	07
	1.Basic Steps in Editing: Planning, Gathering/Organizing Composing/Drafting, Revising/ Editing, Symbols of Editing, Analysis and Critique of Manuscripts/Media. 2.Types of Editing: Structural editing, Stylistic editing, copy editing, Proof reading, Formatting, Web editing, Line editing, Developmental editing 3. Documentation: Entries, references, works cited, bibliography, citing online and offline sources, formatting.	
	Unit Outcome: UO 1. Students become familiar with basic features of editing	
IV	Functional Editing	06
	1.Passages, Extracts from literary text for editing practice 2. Style manuals: MLA, Chicago Style Guide, APA	
	Unit Outcome: UO 1. Students become acquaint with related technical terms	

Practical No.	Unit	
1	Word Building	
2	Sentence Completion and Sentence Structure	
3	Editing and Proofreading	
4	Text Analysis and Interpretations	

Learning Resources:

1. Correct English for Language skills, Subramanyam, Tickoo M. N, Macmillan Publication Hyderabad, 1977.
2. Essentials of Business Communication, Pal Rajendra,Sultan Chand Book Publication.1983.

3. Effective Editing, Halan, Y.C.,Sterling Publishers Pvt, Ltd.
4. English Editing, Alexa Estella D,Fair Field Book Publishers, 2013.
5. The Copyeditor's Handbook. .Einsohn, Amy. University of California Press(2011).
6. Microsoft® Manual of Style. Microsoft Press. (4th ed.) (2012).
7. Professional English, Meenakshi Raman& Sharma Sangeeta, Oxford Higher Education, 2018 (Online Resources).
8. Technical Editing (5th ed.) Rude, C. D., & Eaton, A. Pearson. (2011).
9. The artful edit: On the practice of editing yourself. W.W.Norton (2007).
10. What Editors Do: The Art, Craft, and Business of Book Editing, Ginna Peter, University of Chicago Press, 2017.



Dr. Anuja Jadhav

Chairman

Board of Studies in English
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Dr. Mahadev Gavhane

Principal

Rajarshi Shahu Mahavidyalaya, Latur
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