CONCEPT

Proofreading and Copy Editing Course for Business Documents in English and Arabic

8 – 12 March 2027
Dubai - Five-star CBD venue



Proofreading and Copy Editing Course for Business Documents in English and Arabic

Ref: 992_22143 **Date:** 8 – 12 March 2027 **Location:** Dubai - Five-star CBD venue **Fees:** 19500 SAR

Introduction:

Proofreading and copy editing for business documents in English and Arabic is a one-week course for administrative, communications and documentation staff who check reports before issue, ending with an edited case report and a house style sheet. Many organisations release reports with inconsistent terms, mismatched numerals, broken cross-references and avoidable language errors, which weakens credibility and leads to costly reissues. Participants already prepare or review documents at work, and the course is taught through case studies on reports drawn from several sectors. CoreConcept Training Center delivers this course on structured document checking and editorial quality control.

Course Objectives:

- Distinguish substantive editing, copy editing and proofreading and agree the edit level a document needs before work starts
- Detect and correct grammar, spelling and punctuation errors in English and Arabic report text
- Apply a house style sheet to keep terms, numbers, dates, capitalisation and Arabic and Western digits consistent
- Mark corrections with standard proofreading marks and tracked changes and log open queries for authors
- Verify tables, figures, cross-references, reference lists and page layout against the body text
- Run on-screen and printed proof passes and a pre-issue QA checklist before a document is released

Target Audience:

- Staff responsible for checking reports, policies and business documents before they are issued
- Communications staff responsible for the accuracy of publications, newsletters and web content
- Documentation staff responsible for formatting and version control of controlled documents
- Administrative staff responsible for preparing documents for managers' review and signature
- Report-writing staff responsible for compiling contributions from several authors into one document

Course Outline:

Day 1: Editorial Levels, Error Patterns and Current Document Baseline

- Substantive Editing, Copy Editing and Proofreading Stage Comparison
- Light, Medium and Heavy Edit Levels Agreed with Authors
- Document Review Workflow from Draft to Approved Proof
- Error Taxonomy Covering Language, Consistency, Layout and Facts
- Baseline Error Audit of a Recently Issued Unit Report

Day 2: Language Rules, Style Guides and Editing Conventions

- English Grammar Error Checklist for Agreement, Modifiers and Tense
- Arabic Spelling Error Log for Hamza Seats and Confusable Letters
- English and Arabic Punctuation Mark Comparison Table for Reports
- House Style Guide Structure Cascading over Project Style Sheets
- Standard Proofreading Marks and Tracked Changes Comment Conventions

Day 3: Copy Editing and Consistency Checks in Practice

- Term Consistency Sheet for Names, Acronyms and Defined Terms
- Number Style Rules for Figures, Units, Percentages and Ranges
- Eastern Arabic and Western Digit Selection and Separator Rules
- Date Format Consistency Across Bilingual Report Versions
- Author Query Log for Unclear, Missing or Conflicting Content

Day 4: Tables, References, Layout and Problem Cases

- Table and Figure Check for Totals, Labels and Captions
- Cross-Reference and Reference List Verification Against the Text
- Layout Proof Check for Headings, Pagination, Widows and Orphans
- Mixed Right-to-Left and Left-to-Right Text Direction Faults
- ISO 24495 Plain Language Light Edit for Sentence Clarity

Day 5: Case Study: Edited Case Report and House Style Sheet

- On-Screen and Printed Proof Passes Using the Read-Aloud Method
- Case Report Copy Edit with Tracked Changes and Queries
- Case Report Tables, Numerals and Cross-References Final Check
- Two-Reader Copy Holding and Double Reading Sign-Off
- Pre-Issue QA Checklist and House Style Sheet Completion

Skills You Will Gain:

- Editorial Level Selection
- Bilingual Error Detection
- House Style Application
- Numeral and Date Consistency Control
- Proof Marking and Change Tracking
- Table and Cross-Reference Verification
- Layout Proof Checking
- Pre-Issue Quality Control

Why Attend This Course:

- Hand the unit head an edited case report and a house style sheet that the documentation team can adopt as its reference for future reports
- Decide whether a draft needs a copy edit, a proofread or a return to its author for structural work
- Avoid reissues, corrections and credibility damage caused by wrong figures, broken references and inconsistent terms
- Brief colleagues on the style sheet, proof marks and pre-issue checklist so that every review follows one method

Conclusion:

Back at work, the participant gives the unit head and document owners a house style sheet and pre-issue QA checklist that authors, reviewers and approvers can apply to every report before release. Report owners use the agreed edit levels to decide how much editorial work each draft receives, and communications and documentation staff check numerals, tables and references in the same way. After the first reports pass through the new checklist, the unit should review which error types still reach the final proof, how many author queries remained open and whether the style sheet needs new entries.

Frequently Asked Questions FAQ:

What should participants know before a proofreading and copy editing course for business documents?

Participants should already prepare, compile or review business documents in English, Arabic or both and be comfortable with a word processor. No editorial background is needed. Bringing a recent report extract, with confidential content removed, helps participants practise on familiar material.

How does proofreading and copy editing training differ from a business writing course?

It concentrates on checking and correcting documents, not on drafting them. Business writing courses teach how to plan and compose messages and reports, while this course covers edit levels, consistency, style sheets, proof marks, tables, references and final checks before issue.

Why does proofreading and copy editing of Arabic business documents need a separate numeral check?

Arabic reports may use Eastern Arabic or Western digits, different decimal and thousands separators, and numbers that run left to right inside right-to-left text. Mixing these in one document causes misread figures, so the style sheet fixes one choice and the proof pass checks it.

What do participants take back from proofreading and copy editing training for business documents?

Participants take back an edited and proofread case report with tracked changes and an author query log, a house style sheet for terms, numbers and dates, and a pre-issue QA checklist that can be adapted to their own unit.