

Proofreading and copyediting

Bids team, Glasgow

4 June 2025



Agenda

Why and how

Copyediting and
proofreading in the
writing process

Consistency and
house style

BREAK

Fatal flaws

Tips and
techniques

Why proofread

Improve presentation,
readability and quality

Avoid
mistakes

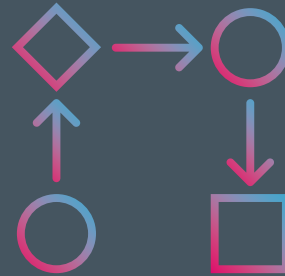
Give a good
impression and build
our reputation

We work in an industry where details matter, so we need to get the details right

What we need



Time

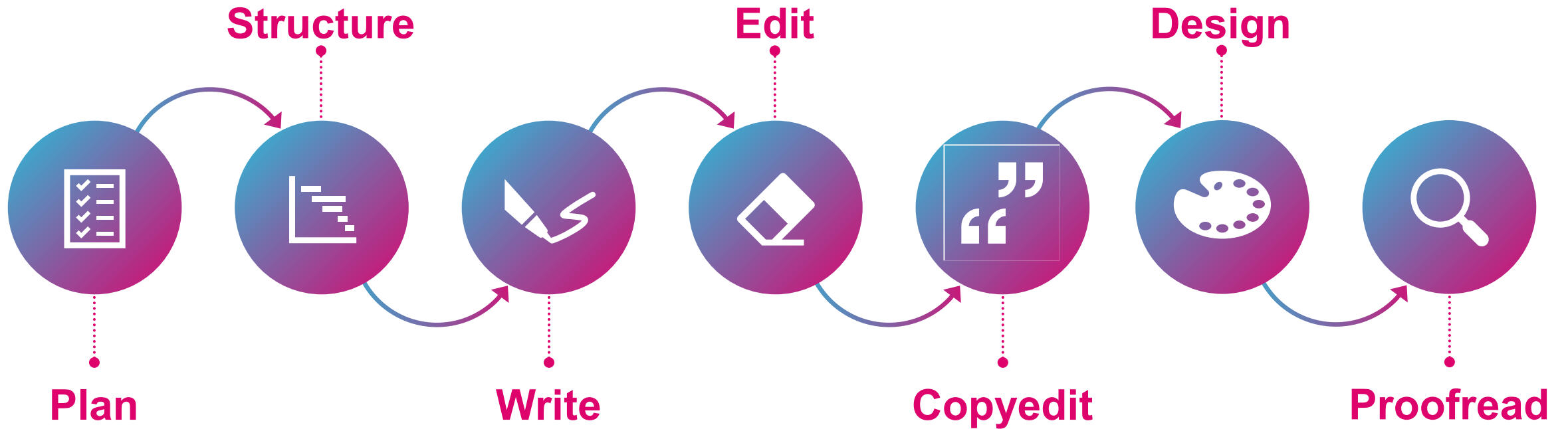


Process



Skills

An integral part of the production process



Copyedit



The final edit before the text is laid out

Readability

Factual accuracy

Internal consistency

**House
style**

**Spelling, punctuation
and grammar**

Proofread

A check of the page, not just the text

When the document is in its final format,
we can check for things we couldn't earlier:

Layout

Formatting

Cross-references

It's also the last line of defence
against fatal flaws:

Inconsistencies

Grammar

Typos and misspellings

Punctuation

Factual inaccuracies

Consistency

House style...

...and internal consistency

adviser or advisor

focused or focussed

first mentions

whilst or while

4 June, 4th June,
June 4, June 4th

role and job titles

endgame or
end game

master trust or
mastertrust

million and billion

The million dollar question

Which of these is our house style?



~~\$1m~~



Break

Fatal flaws

Words

Names

Accuracy

Grammar

Punctuation

Text formatting

Tips and techniques

Get better
by doing

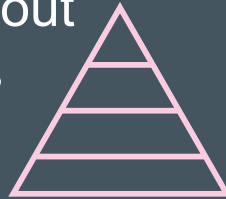


Use a
checklist



Know what
to look for
(make your own list)

Think about
levels



Refresh your
knowledge



Mindset



Help your
colleagues

Thank you



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