



2021-2022

Name of the Department/Society: Commerce Society

Name of the Extended Activity 1: Workshop: Techniques of Proofreading

Date of the Event: 18th September 2021

A workshop titled “Techniques of Proofreading” was organized by the Department of Commerce under the aegis of Mahatma Hansraj Faculty Development Centre (MHRFDC) established in Hansraj College, University of Delhi, under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching Scheme of the Ministry of Education on September 18, 2021. The program was coordinated by Dr. Sudesh Kumari (Assistant Professor, Department of Commerce, Hansraj College). The aim of the workshop was to empower faculty and research scholars with effective techniques of proofreading which shall help them in proofreading their manuscript before final submission.

Name of Resource Person: Dr. Smriti Ahuja

The session was taken by Dr. Smriti Ahuja, Assistant Professor, Gitarattan International Business School. The session started with Introduction to the concept of Proof-reading wherein she explained that this process ensures professional tone in research manuscript by detecting grammatical errors and following the rules of English language. She elaborated further the need and importance of proofreading in avoiding the desk rejection of a research manuscript. She then explained the techniques of proofreading in two categories: generic techniques and out of box techniques. Then she explained in detail how to create a proofreading checklist. The checklist was divided in two broad heads: generic contents and specific contents. Under the generic contents, layout of the manuscript, grammatical errors, formatting and indenting, fact checking and referencing were discussed whereas checklist of specific contents comprised of title, abstract, introduction, review of literature, research methodology, results, discussion, conclusion, limitations and referencing were discussed. The whole concept was explained with the help of tabular representation which made it very easy for participants to understand. Some handy tips for paraphrasing were also shared by the resource person, which can help the researchers to improve the overall quality of their manuscript like long sentence error, vocabulary enhancement, use of cohesion words between sentences, use of passive voice, impersonal tone etc. Some of the e-resources were also shared by the resource person. She also conducted a live proofreading session which helped the participants to understand the concept of proofreading in a better manner. She conducted the session in a participatory mode. Personal queries were taken up to guide the participants in the best possible way. Participants actively took part in the discussion conducted by the speaker and expressed their views. Overall, it proved to be a very fruitful workshop.

Coordinator- Dr. Sudesh Kumari

Teacher- in -Charge- Dr. Preetinder Kaur