

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Information: **PROOFREADING, GRAMMAR AND WRITING STYLE (GI-049)**

Contact: President's Office, Ext. 7087

PROOFREADING

Employees should proofread any/all documents, memoranda, agenda items, minutes and correspondence generated. Any documents that will become publications or parts of publications, or that will be used for advertising and circulation or that will become public records, should be carefully proofread by more than one party for content as well as grammar. "Everyone needs an editor."

If you copy and type over an old document *be careful*. Look at your headings and footers. Check your dates and update numbers and signature blocks. Be wary of "standard" paragraphs.

Try not to obsess about commas, capitalization or other borderline correctness issues. The important thing is to be consistent in the way you present your material. Incorrect dates, names, numbers and misspellings can be more embarrassing to an educational institution than to any other type of organization.

GRAMMAR/WRITING STYLES

There are not any specific writing styles approved or mandated by College management. The President's Office preferred style is outlined in a reference book, entitled, "How 9: A Handbook for Office Workers," by Clark & Clark (2001), Southwestern College Publishing, Cincinnati, Ohio.

Another journalistic style practiced by the marketing and community relations department is one advocated by that department as a style most common to media and publications.