

MAKE MONEY PROOFREADING

SYLLABUS

Module 1: What to expect from this course. An intro to Make Money Proofreading and how to efficiently work through the course.

Module 2: How to set yourself up for success. There's a lot that goes into learning how to proofread, marketing yourself, and then maintaining all the clients you will get. We'll talk about how to make sure you're ready to go.

Module 3: What a proofreader does. Know exactly what your job as a proofreader will be (and why that's important).

Module 4: Proofreading resources. I'll introduce you here to the solid resources you will need to make your job easier.

Module 5: Proofreading to client preference. Some clients don't want to have perfect grammar, and that's okay!

Module 6: Proofreading tools and how to use them. Learn how to use most common programs you will be making your proofreading corrections in.

Module 7: Name your business and price your proofreading services. We'll cover how to name your new business and figure out what to charge.

Module 8: How to market yourself as a proofreader. This is the biggest section of the course! Learn how to get clients offline and online.

Module 9: What to do when you get a client. YES! You got your first client! Now what? I'll step you through the process from start to finish.

Module 10: How to set up your proofreading business. Get your taxes set up and organize your business finances.

Module 11: How to stay organized as a proofreader. Stay organized and on top of your workload so you don't lose clients or get overwhelmed.