



# Words Worth Reading Ltd

FEBRUARY 2011 ISSUE 26

---

## How good are your proof reading skills?



Proof reading isn't always as straightforward as you think it might be. We tend to only read parts of words or sentences; focusing on the beginning and end of words and sentences only. This can mean that silly spelling errors, problems with sentence construction or grammatical errors are easily missed.

So, how well would you rate your proof reading skills? On the Words Worth Reading Ltd blog you can put your skills to the test by taking part in our proof reading exercise, courtesy of the Writers' Forum. An extract of a book has been put onto the blog, with 20 proof reading errors deliberately added into it. Take a look and see if you can spot them...[www.wordsworthreading.blogspot.com](http://www.wordsworthreading.blogspot.com)

---

## Taking charge of your career progression



If you promised yourself that you would start this year motivated to pursue a new job or aim for a career progression, now is the time to start bringing this resolution to fruition. We offer a host of services at Words Worth Reading Ltd to support your journey to new employment. These include cover letter writing, CV editorials and re-writes, CV writing services, support with your application form completion, interview skills preparation and syndication of your CV to a whole range of job search sites. And don't forget our large collection of informative articles on the job seeking process that can be found in the resource centre on our website.

---



## Summer Schools

Now is the time to start thinking about summer writing schools. It helps to take your mind off of the dull, wintery weather, and ensures that you obtain a place on the course of your choice.

## 60 seconds with Jo



Jo is our Marketing and Operations Associate. She takes full responsibility and leadership around the marketing of the company, and thus is hugely influential when it comes to the delivery of marketing projects for our clients. Jo also leads on a number of large corporate contracts.

### **Describe your typical day**

Because my role is so varied every day is different! I tend to start my working day with the more technical writing projects such as writing policy documents for businesses. At the moment I'm doing a lot of work to support healthcare organisations to achieve CQC registration so some of my day will be spent meeting clients and assessing the services that they offer in line with CQC requirements. I also like to fit in some more creative writing or editing so I normally make time for some proofreading or ghost-writing of a manuscript. And of course I also have a marketing role to fulfil so I spend some of my day coming up with creative ways to promote WWRL.

### **What aspect of the job do you enjoy the most?**

I love the variety of my job meaning that no two days are ever the same, and I love the thought that the next manuscript that I open or ghost write could be the next big thing!

### **Where do you turn to for creative inspiration?**

I tend to spend Saturday mornings being creative with my two year old son, which generally involves a lot of paints, glitter and glue (I think I enjoy it more than he does!) I also love music; playing the piano, singing or just listening to the radio - it all inspires me.

### **What was the last book that you read?**

I've actually just re-read a book that I read recently - Geezer Girls by Dreda Say Mitchell. I loved it the first time round and having learnt the twist in the main plot I wanted to read it again so that I could pay more attention to the sub-plots, and be one step ahead of the story!

## In other news...

- Don't forget, if you are a healthcare provider within the private sector, the NHS sector or the primary care sector, then you must get your Care Quality Commission Application Form submitted!
- The seasonal rise in manuscript submissions has been felt in January which has been lovely to see. Keep hold of that creative bug and continue sending your manuscripts into us for review. We love to receive and review them!
- Version 8 of the Information Governance Toolkit is currently open for healthcare providers and their partners to complete. The Information Governance Toolkit needs to be completed by all healthcare providers and by any of their partners who use or access patient level data, or who need to access the NHS N3 connection. All assessments need to have been completed by the 31<sup>st</sup> March 2011, so if you haven't started your Toolkit submission yet then you need to get your skates on! We support businesses and healthcare companies with their assessment completion and documentation / evidence creation and gathering. If you need our support, just give us a call on **01245 707580**.

## Things that we like this month



Center Parcs is a great place to escape to for a little creative inspiration



Get your sewing machines out...needle work is back in fashion!



Reignite your team's passions for their jobs. Try a little creative team building.

## Contact us:

If you wish to find out more about the services we offer or want to get in touch with us about anything then please do not hesitate to contact us in any of the following ways:

Email: [enquiries@wordsworthreading.co.uk](mailto:enquiries@wordsworthreading.co.uk)

Tel: 01245 707580

Fax: 01245 707401

Post: Words Worth Reading Ltd,  
4<sup>th</sup> Floor, Victoria House,  
Victoria Road,  
Chelmsford,  
Essex, CM1 1JR



<http://wwwwordsworthreading.blogspot.com/>



[www.wordsworthreading.co.uk](http://www.wordsworthreading.co.uk)



[www.twitter.com/wordsworthr](http://www.twitter.com/wordsworthr)



[www.facebook.com](http://www.facebook.com) (search for Words Worth Reading)