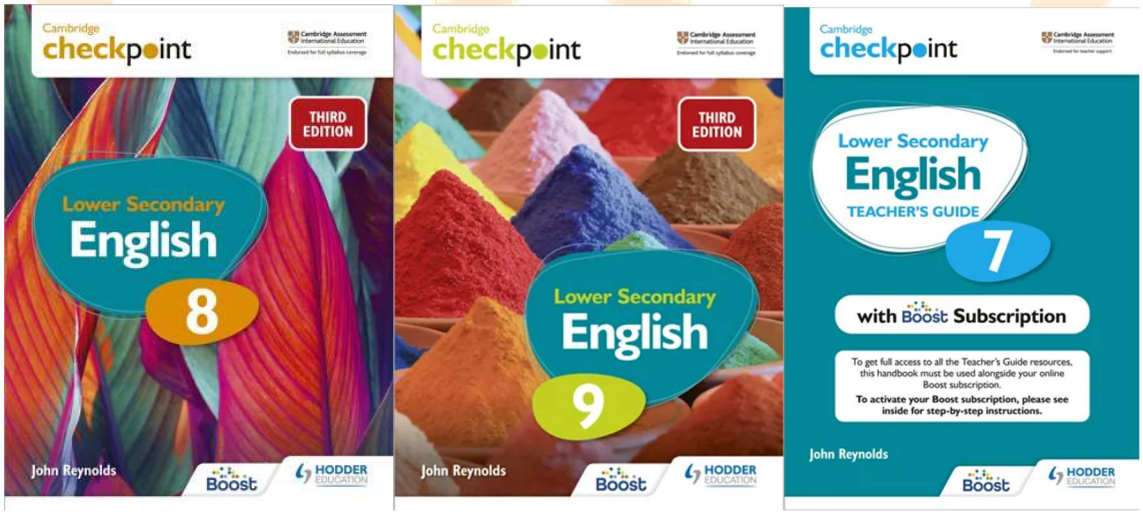
Project management

Hodder Cambridge Checkpoint Lower Secondary English

- Project-managing nine titles: integrated student book, workbook and teacher guide for three different levels
- Involved working with permissions agency to clear use of 50+ extracts for each student book
- Schedule challenges included implementing changes following exam board review, redesign of materials and contributions from additional authors during project, as well as a change of client contact



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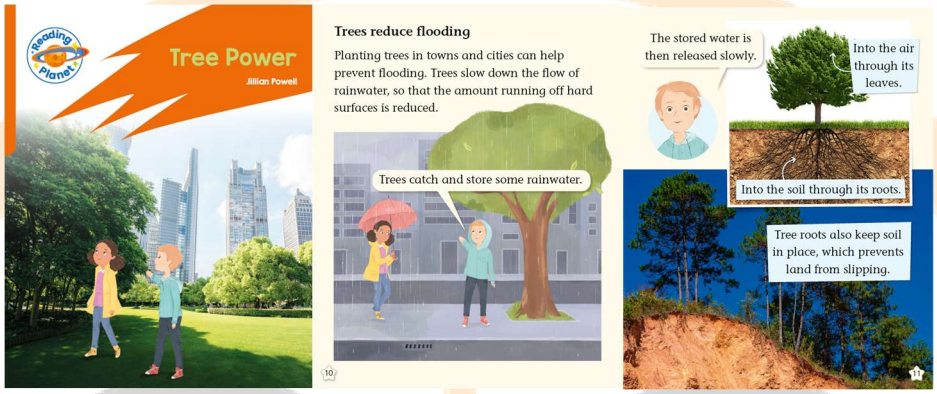
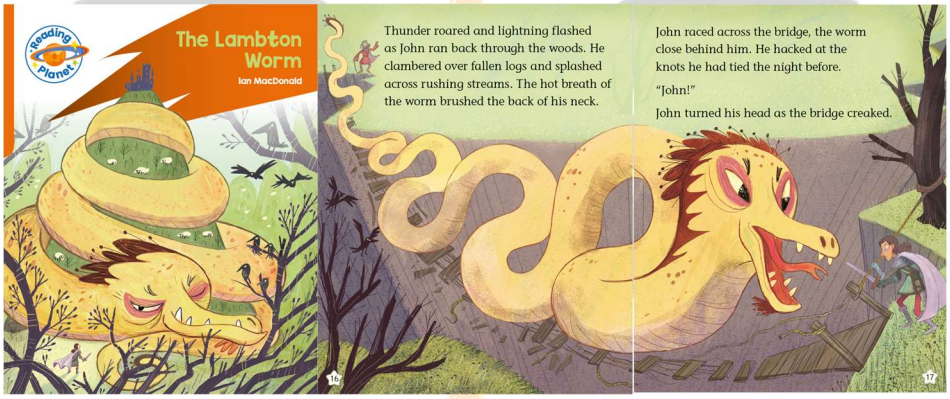
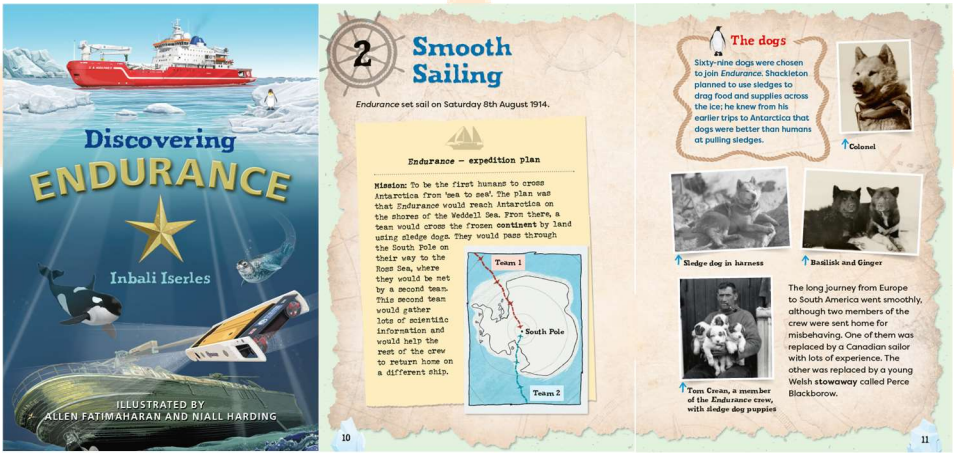
- Project-managing eight KS1 titles and six KS2 titles
- Involved working with nine different authors plus the publisher's inhouse editorial and design team
- Collating amends from proofreaders, authors and editorial team, ensuring any text changes were appropriate for the reading scheme level
- All titles contain illustrations and some have photographs, requiring careful tracking







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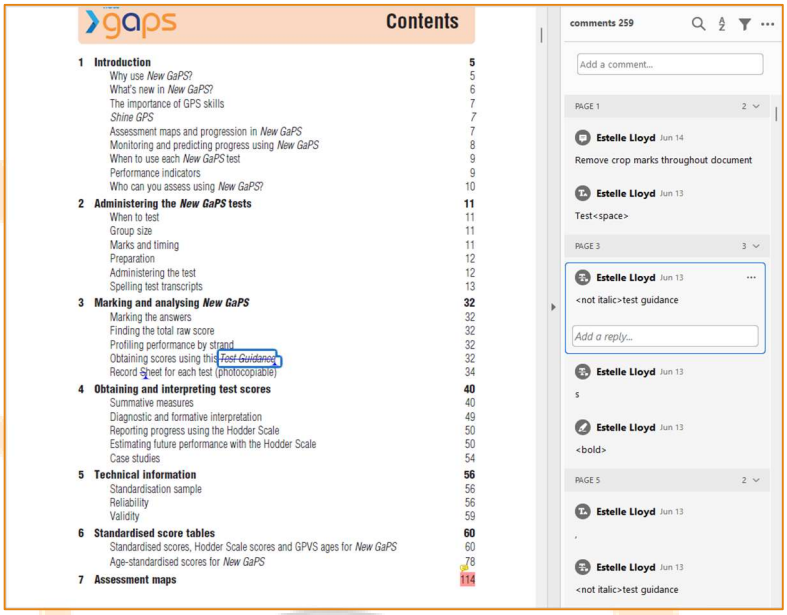
Proofreading

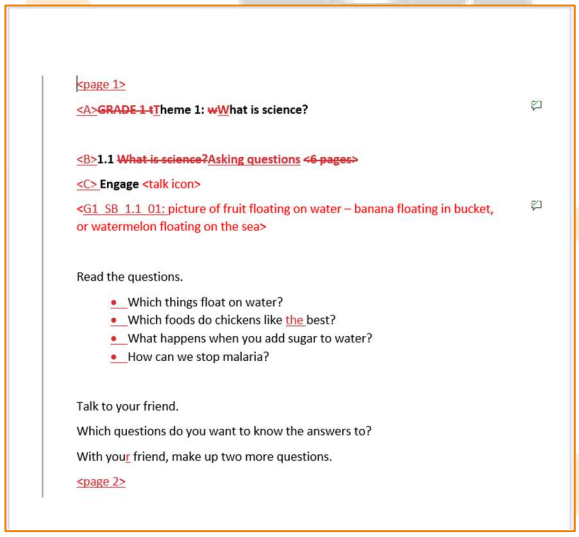
New GAPS/NTS Maths test guidance

- Pre-publication proofread for teacher guidance materials
- Amends marked on PDF



Copyediting

Science for The Gambia



- Copyediting student books and teacher guides, designed to support the national curriculum in The Gambia for grades 1 to 9, to ensure the typescripts were ready for typesetting
- Ensuring features were used consistently
- Making sure language level was appropriate and checking grammar, spelling and punctuation
- Using tags to indicate how content should be typeset and to identify photographs and artworks

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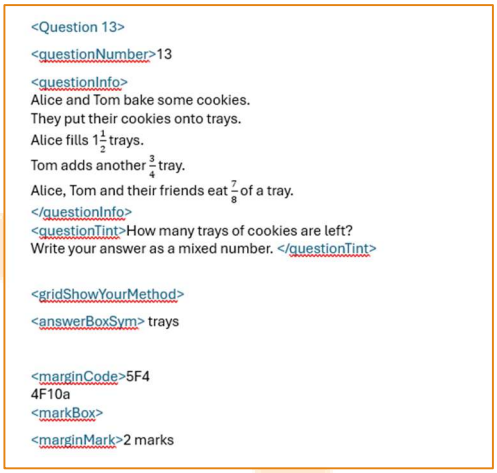
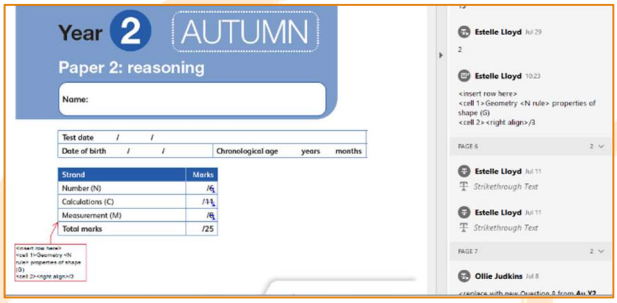
NTS Maths tests

- Copyediting updates to existing test papers for Years 1 to 6
- Marking up new test questions in Word
- Ensuring changes corresponded in PDF proofs and new content in Word documents
- Cross-checking changes in test papers with corresponding mark schemes

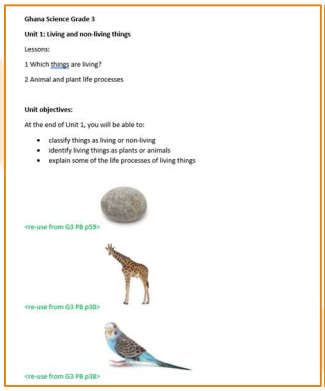


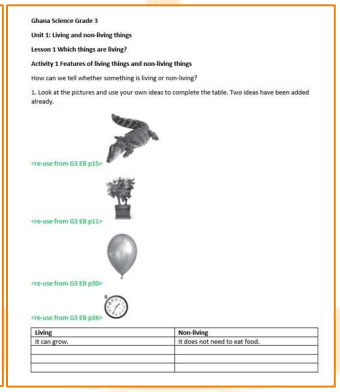


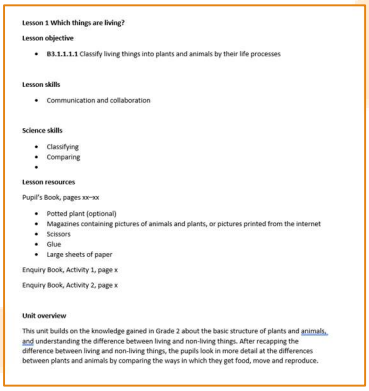
Writing

York Press Science

- Writing student books, workbooks and teacher guides to support the national science curriculum for Grade 3 in Nigeria
- Ensuring correct content is covered using appropriate language for learners whose first language is not English







Judicium Education eLearning platform user guides

- Writing quick-start guides for a new eLearning platform

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