

On-screen Editing Courses (OSE) Pre-course Questionnaire

All delegates must know how to use a PC (or Mac) and mouse and have a working knowledge of word processing software and terminology. If you are in doubt about whether On-screen editing 2 is suitable for you, please check the FAQs at <http://www.sfep.org.uk/pdocs/OSefaq.pdf> and the list of prerequisite skills at <http://www.sfep.org.uk/pub/train/prerequisites.asp>.

This questionnaire will help the tutor tailor the course to your needs. It can be used for OSE1 or OSE2.

When you have booked to attend a course, send your completed questionnaire by post or email to the tutor:

Anne Waddingham
13 Sherenden Park, Golden Green, Tonbridge, Kent TN11 0LQ
Email: anne@wordmedic.co.uk

Name:

Are you attending On-screen editing 1 or On-screen editing 2?:

Date of course:

Which hardware do you use (eg PC or Mac)?:

Which word processing software do you use (make and version)?:

How long have you been using the current version of your word processing software?:

Please outline briefly your on-screen editing experience (if any):

What are the main problems you encounter?:

Which issues do you hope the course will address?: