



AUSTRALIAN PUBLISHERS ASSOCIATION

professional development

Essential Writing and Editing Skills: Creating Clarity; Getting it Right

Tuesday 10 November 2009

9.30 a.m. - 4.30 p.m.

Presented by Patricia Hoyle, editor and training consultant

A specially devised workshop combining Patricia's grammar and editing essentials workshops into an intensive one-day small-group experience.

Feedback from Patricia's workshops

'I loved the course and your teaching methods. The material was presented in a clear, easy-to-understand and follow manner and you were well-organised and easy to listen to. I have to admit that your teaching methods stimulated my interest in a subject I really don't like very much (English grammar).'

John Fejsa, Applications Development, Hunter New England Population Health, September 2009

'Patricia is a very engaging and professional presenter. She was approachable and friendly. The content was concise, thorough and relevant and there was a good amount of time allowed for comment. It was lots of fun and I didn't get bored at all!'

Participant, National Library of Australia workshop. July 2009

'The variety of activities and great use of group work meant I never felt tired, overloaded or lost in the subject matter.'

Participant, 2008 workshop

At the end of this workshop you will be able to:

- Define the tasks of editing and proofreading
- Identify the differences between structural and copy editing
- Correctly use the major punctuation marks in relevant, up-to-date ways including appropriate use of commas, colons, capital letters, quotation marks, italics, hyphens and dashes
- Identify and correct common grammatical errors, including use of apostrophes, adverbs and adjectives, subject and object
- Appropriately and correctly use active and passive voice
- Identify and revise inappropriate tone
- Identify and correct commonly misused words
- Correctly structure paragraphs and lists
- Edit wordy text for clarity and conciseness to suit a particular audience
- Identify commonly used proofreading symbols
- Create a style sheet and mark up a document using standard proofreading symbols
- Use appropriate references to comply with contemporary Australian and International style.

Who should attend?

- Those who have not had formal editing training but who edit or proofread either their own, or others' work (for example, editorial assistants, marketing personnel, managers, supervisors or administrative assistants from government and private organisations)
- Those who have been working in an editorial role, such as publications or publicity officers, who would like a refresher.

Dates, times and venue:

Tuesday 10 November, 2009

9.30 a.m. – 4.30 p.m.

AT: Medina on Crown, 359 Crown Street, Surry Hills, Sydney, NSW 2010 Tel: 02 8302 1000

Catering:

Morning and afternoon refreshments and a light lunch are included in the fee.

Cost (inc. GST):

\$395 APA members. [Also Galley Club, Society of Editors and Society of Authors members with proof of membership].

\$445 Non-members

TO REGISTER

Fill in the registration form/tax invoice at
<http://www.publishers.asn.au/training.cfm>

fax to 02 9281 1073 FAO Dee Read
or
email dee.read@publishers.asn.au

For more information ring or email Dee Read, Professional Development & Training Manager
02 9281 9788



Details are Subject to Change. Check for updates <http://www.publishers.asn.au/training.cfm>
Registrants receive a Confirmation Email prior to an event.