



AUSTRALIAN PUBLISHERS ASSOCIATION

professional development

Essential Writing & Editing Skills Creating Clarity; Getting it Right

A two-day workshop from 9.30 a.m. to 4.30 p.m.
at The National Library in Canberra
on 22 and 23 July 2009

This workshop can also be customised to suit an organisation's specific needs and delivered in-house.

Presented by Patricia Hoyle, editor and training consultant.

With over 15 years' experience writing and editing corporate and government documents, Patricia regularly conducts training for the APA in Sydney and in Canberra.

Participants' feedback from workshops in 2008

'Patricia is an excellent and knowledgeable presenter – well organised, professional, helpful and clear. This was a fantastic presentation that covered a huge range of issues in a non-confusing way.'

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

'The handouts were excellent reflecting the invaluable revision of key matters relating to editing and proofreading.'

What you will be able to do at the end of this two-day workshop:

- Identify the tasks of editing and proofreading
- Identify the key elements of English grammar, enabling you to identify and correct common grammatical errors
- Correctly use the major punctuation marks in relevant, up-to-date ways e.g. appropriately use capital letters, quotation marks, italics, hyphens and dashes
- Appropriately and correctly use active and passive voice
- Correctly structure paragraphs and lists
- Translate negative language into positive
- Identify and revise inappropriate tone
- Identify the difference between formal and informal usage
- Edit wordy text for clarity and conciseness
- Revise text to suit a particular audience
- Identify and correct commonly misused words
- Create a style sheet
- Mark up a document using standard proofreading symbols.

You will also have the opportunity to work on an editing project from your workplace, either individually, or in small groups.

Special offer: Individual mentoring

As a participant, you will be offered a 15 minute email consultation with Patricia to discuss any questions or issues you come across back in your workplace during the fortnight following the workshop.

How to get the most out of the workshop:

To get maximum value from this workshop, we recommend you bring an editing project from your workplace.

On Day Two of the workshop you will have the opportunity to work on this project individually, or in small groups. Patricia will be available to consult with you on any issue of concern. For this exercise, you are welcome to bring your own self-powered laptop.

If you do not have a project to work on, Patricia will supply sample materials.

Who should attend?

- Those who have not had formal editing training but who edit or proofread either their own, or others', work.
- Those who have been working in an editorial role for some time but would like a refresher.

Dates, venue and times:

Tuesday 22 and Wednesday 23 July, 2009 from 9.30 a.m. - 4.30 p.m.
Training Room 3/4, 4th Floor, National Library of Australia, Parkes Place West, Parkes ACT 2600
Tel: (02) 6262 1111
Free parking is available in the Library car park and neighbouring parking areas.

Catering:

Lunch is not included in this workshop to keep costs reasonable, but morning and afternoon refreshments will be provided. You are welcome to bring your own picnic. There is one café in the Library which can be quite busy at lunchtime but has a good variety.

Cost for two-day workshop (inc. GST):

\$520 APA, ABA, Galley Club, Society of Editors and Society of Authors members
\$630 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.