



Grammar for Non-specialists: Creating Clarity

Sydney Tuesday 3 November 2009 9.30 a.m. – 4.30 p.m.

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

(Follow-up workshop:
Editing and Proofreading Skills for Non-specialists: Getting it Right.)

Presenter:

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.

Workshop content:

- Are you confident of making a good impression with your writing whether it be correspondence, publicity material, the annual report, catalogues, press releases or mundane memos?
- Have you ever wondered why a semi colon is sometimes used instead of a comma? Or what the difference is between an em or an en dash? Would you like to learn how to use apostrophes correctly once and for all? Do you know when to write 'which' or 'that' without hesitation?

Through lively discussion and varied activities, light will be shed on issues that may have always puzzled you. You will discover the fun in grammar while at the same time recognising how seriously important it is in all areas where the written word is valued.

In this **interactive one-day workshop**, you will discover that being able to solve common grammatical problems will increase your confidence and ability to contribute more effectively in your workplace.

Key learning outcomes

By the end of the workshop you will be able to:

- Identify the importance of a good grasp of grammar and English usage
- Identify and correct common grammatical errors and misused words
- Correctly use punctuation including commas, colons and semi colons
- Appropriately use capitals, quotation marks, italics, hyphens and dashes
- Correctly use 'which' and 'that', 'who' and 'whom'
- Use appropriate references to ensure use of current Australian style conventions.

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.

Who should attend:

Anyone who writes copy in any department anywhere: personal assistants, promotions staff, publicity staff, publishing assistants, editorial assistants, marketing staff, production staff, and administrative staff.

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.'

Scheduled dates and venue for public workshop in Sydney

Date: Tuesday 3 November 9.30 a.m. – 4.30 p.m.
Venue: Medina on Crown, 359 Crown Street, Surry Hills, Sydney, NSW 2010
Tel: 02 8302 1000

Catering:

Morning and afternoon refreshments and lunch are provided.

Investment:

\$395 APA members
Society of Editors members [please provide proof of Society membership]
Society of Authors members [please provide proof of Society membership]
\$445 Non-members

Further information:

If you have any enquiries, please contact
Dee Read, Professional Development & Training Manager, Australian Publishers Association
Tel: 02 9281 9788

TO REGISTER

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

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