



Switching on the Light: grammar for non-specialists

Melbourne only Thursday 17 April, 2008 9.30 – 4.30 pm

There is no doubt that being able to solve common grammatical problems and more tricky questions of 'correctness' will increase your confidence and ability to contribute more effectively in your workplace.

We need to begin by establishing some of the basics behind good editing and confirming that we are all speaking the same language. You will be in expert hands and have fun along the way.

This workshop partners *Secret Editors Knowledge* [a workshop that deals with all those issues of proofreading and editing that require you to make a document clear and then check it all again.] **It is strongly advised that you attend both days.**

Presenter

Susan Keogh is a regular and popular presenter of courses for the APA and corporate clients. She currently works as freelance editor and teaches in the RMIT Post-graduate Diploma in Publishing and Editing.

She has more than 20 years of experience in the publishing industry and has worked in-house as an editor, publishing manager and editorial manager at Melbourne University Press, Lonely Planet and Cambridge University Press. She is a member of the IPEd Assessors Forum and an honorary life member and former president of the Society of Editors (Vic.) Inc.

Workshop content

- Basic grammar terms and concepts including
 - parts of speech
 - basic sentence analysis - recognising how words work in a sentence and being able to find the subject and object. This is essential for understanding 'voice' later on.
- Punctuation
 - using full stops, colons, semi-colons and commas correctly
 - initialisms
 - acronyms
 - abbreviations
 - punctuating lists
- Dangling Modifiers
 - Recognising and correcting them. (To do this, you must be confident in finding the subject of a sentence.)
- Verbs
 - Briefly covering sentence mood, aspect and tense
 - covering 'voice' in more detail: active and passive. (This requires confidence in finding the subject and direct object in a sentence.)
- Dashes
 - differences between hyphens, en rules and em rules

There will be fun and action and stories and exercises – and if you're lucky – the occasional cute cartoon about gerunds and gerundives. You have to be there!

Special Offer over the page.....

Special offer for those attending both the Grammar and the Editing workshops:

As a participant of both workshops, you will be offered a 15 minute **email** consultation with Susan during the fortnight following the workshops, to discuss any questions or issues you come across once you are back in your workplace.

Pre-workshop offer:

You are invited to send either a small sample of a typical document that you work on, or a particular problem that you encounter in your work for Susan to consider or use where applicable in the workshop. These must be emailed to Dee Read [see address below] at least a week before the workshop. [If attending both the Grammar and the Editing workshops, you need only send one sample.

Late material won't be considered.

Investment

\$390 APA members;
Society of Editors members [please provide proof of Society membership]
Society of Authors members [please provide proof of Society membership]

\$440 Non-members

Catering

Light lunch and refreshments will be provided.

Venue

Melbourne: Thursday 17 April 2008 9.30 – 4.30

Venue: Seasons Botanic Gardens, 348 St Kilda Road, Melbourne, VIC 3004 Tel: 03 9685 3000

Further information:

If you have any questions about the workshop, please contact
Dee Read, Industry Professional Development Manager, at the Australian Publishers Association
Tel: 02 9281 9788

To Register:

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

and fax FAO Dee Read to 02 9281 1073

or email to dee.read@publishers.asn.au