



Switching on the Light: grammar for non-specialists

Melbourne **Wednesday 13 May 2009** **9.30 – 4.30 pm**
(Follow-up workshop: *Secret Editor's Knowledge: the essentials for non-specialists*
Wednesday 27 May 09)

Adelaide **Wednesday 1 July 2009** **9.30 – 4.30 pm**
(Follow-up workshop: *Secret Editor's Knowledge: the essentials for non-specialists*
Thursday 2 July 09)

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 been looking for a way to hone your writing skills?

This workshop is designed especially to help. There is no doubt that being able to solve common grammatical problems and 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.

There is a comprehensive course notebook for each participant to take away.

'Just the right depth and challenge in the mix' – previous participant

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 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.

Special offer for those attending both *Switching on the Light: grammar for non-specialists* and *Secret Editors Knowledge: the essentials for non-specialists*

Switching on the Light: grammar for non-specialists partners *Secret Editor's Knowledge: the essentials for non-specialists* (a workshop that deals with the key issues in writing and checking documents). It is strongly advised that you attend both days.

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

'Very thorough, systematic and interesting. I loved this course'

– previous participant

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 below] at least a week before the workshop. If you are attending both workshops, you need only send one sample. Late material cannot be considered.

Workshop content

Have you ever wondered why a semicolon is sometimes used instead of a comma? Or what the difference is between an em and 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? Are you unwittingly writing material with dangling modifiers?

- Basic grammar terms and concepts including basic sentence analysis
- Punctuation, including acronyms, initialisms and abbreviations
- Apostrophes
- Dashes
- Dealing with lists
- Active and passive voice: when, why and how to use them
- How to understand and use your Grammar Checker efficiently
- When it is OK to break 'the 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!

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

Catering

Light lunch and refreshments will be provided.

Venues

Melbourne: Wednesday 13 May 9.30 – 4.30
Venue: Seasons Botanic Gardens, 348 St Kilda Road, Melbourne, VIC 3004
Tel: 03 9685 3000

Adelaide: Wednesday 1 July 2009 9.30 – 4.30
Venue tbc

To Register:

Fill in the **TAX INVOICE/REGISTRATION FORM** at <http://www.publishers.asn.au/training.cfm>
(Please keep a copy for your accounts department as this form is your tax invoice when paying by EFT or credit card.)

and fax FAO Dee Read to 02 9281 1073

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