



Grammar for Non-specialists: Creating Clarity

Workshop content:

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.

- 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 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.

Presenter

Patricia Hoyle, freelance editor and training consultant

Patricia regularly conducts training for the APA. She has over 15 years' experience writing and editing corporate and government documents, as well as non fiction books.

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.

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.

Who should attend:

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

Participants' feedback from workshops held in 2007

'Patricia is an excellent and knowledgeable presenter - well organised, professional, helpful and clear.'

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

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

Catering:

Morning and afternoon refreshments and lunch are provided.

Cost:

\$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

Venue:

Sydney: 13 August 9.30 a.m. – 4.00 p.m.

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

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