

Polish Your Punctuation and Grammar (Editing & Proofreading)

Overview

This intensive course (run over two half-days, generally scheduled one week part) is designed to help public sector employees identify and apply key techniques in written communication. The first half of the course concentrates on punctuation, grammatical construction, and proofreading, with an emphasis on correcting some of the more common errors found in draft material. The second half takes the process a stage further, with practical instruction on polishing the edited product.

The course as a whole is ideal for those who are required to prepare and/or check their own, and others', documents intended for internal and external consumption. It can be applied to the varied demands of correspondence, memoranda, staff bulletins, newsletters, and public information.

Content

Topics to be covered on editing include:

- Role of the proofreader.
- Role of the editor.
- Use of style guides.
- Practical application of editing and proofreading skills to documents.
- Copyright and defamation issues.
- Tone and consistency in language.

This course is aligned to the Australian Government Style Manual and is aimed at those seeking clarity of direction in preparing, checking, and editing short documents that are clearly understood by their intended recipients and audiences.

Outcomes

By the end of this course you will be able to:

- Identify and correct common errors in grammar, typography, and expression.
- Edit your own and others' documents.
- Understand the importance of style guides and how to apply them.
- Use clear, concise and grammatically correct language
- Check documents thoroughly before distribution.

Who should attend?

- Communications and marketing staff, project officers or policy staff responsible for writing documents.
- Staff responsible for the output of documents to defined audiences.
- Employees at all levels who proofread draft material and need to ensure its accuracy.

Benefits to you

- More efficient production of routine written documents with less editing.
- Improved editing and proofreading skills.

Benefits to your organisation

- Staff producing documents that comply with the agency's style guides and templates.
- Staff with more knowledge and skills in basic grammar and punctuation conventions.

Theme	Core Skills for the Public Sector	
Competency Framework Level	Entry Level Common (ASO1 – ASO2)	
	First Line Manager Common (ASO3 –ASO5)	
Duration	2 Half Days 9:00am – 12:30pm (8:45am registration)	
Inclusions	Comprehensive workbook, Morning Tea & Refreshments	
Facilitator	Dr Nigel Starck	
Location	Level 6, 12 Pirie Street, Adelaide	
Price	Professional Member	\$460
	State Government Employee	\$495
	Corporate Member	\$505
	Non-member	\$575

2017 Dates
<u>16 + 23 February</u>
<u>03 + 10 May</u>
<u>23 + 30 June</u>

