

# Polish Your Punctuation and Grammar

## Overview

This intensive course 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.

## Competency Framework:

Entry Level Common  
 (ASO1-ASO2)  
 Front Line Manager Common  
 (ASO3-ASO5)

## Facilitator:

Dr Nigel Starck

## Duration:

1 full day  
 9:00am – 4:30pm  
 (8:45am registration)

## Dates:

Please refer [here](#).

## Location:

Level 6, 12 Pirie Street  
 Adelaide SA 5000

## Inclusions:

Comprehensive workbook, morning tea, afternoon tea, lunch and refreshments.

## Cost:

Professional Member: \$460  
 State Gov. Member: \$495  
 Corporate Member: \$505  
 Non-Member: \$575

## Contact:

t: 08 8212 7555

e: [enquiries@sa.ipaa.org.au](mailto:enquiries@sa.ipaa.org.au)

## 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 and your organisation

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

## Testimonial:

*"Nigel is an engaging presenter who can capture and retain his audience's attention. I never thought a grammar and punctuation course could be so interesting and funny."*  
 – 23 February 2017