

# Correct Grammar and Punctuation

*Understanding modern conventions of grammar and punctuation*



Grammar and punctuation are essential tools which underpin clear, precise, written communication.

English is a dynamic language and the rules and conventions of grammar do change over time. What was once regarded as 'correct' can now seem old-fashioned.

Applying the correct rules of grammar and punctuation will help guarantee that your writing has clarity and credibility.

**All participants  
will receive a  
certificate of  
accomplishment.**

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#### WORKSHOP PRESENTER

**Jeanette  
Learmont**

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#### WORKSHOP DATE

**Sydney**  
17 August 2011

**Melbourne**  
10 October 2011

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PERFORMANCE  
IMPROVEMENT  
CONFERENCE &  
SEMINARS

**Strictly Limited Numbers**

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## Objectives

This course will upgrade and update your skills in grammar and punctuation with a focus on contemporary usage.

- > understand English as a living language
- > use modern conventions of grammar and punctuation, in line with current business writing trends
- > distinguish those situations where a grammatical 'error' is wrong because it leads to confusion or inaccuracy, from situations where genuine options exist
- > outline the principles of plain English and apply those principles to your own writing
- > recognise examples of discriminatory language and identify alternatives
- > be aware of common spelling errors
- > be aware of grammar and punctuation
- > locate sources of information on correct grammar and spelling.

## Course Outline

1. Why good grammar matters
2. Grammatical terms
  - A refresher.
3. Grammar
  - Paragraphs, sentences, sentence fragments, comma splices
  - Linking your thoughts
  - Plain English
  - Word choice
  - Saying what you mean and meaning what you say
  - Energetic writing: the active voice
  - Choosing the right verb
  - Problem pronouns
  - Consistent usage.
4. Punctuation
  - Commas, semicolons, apostrophes
  - Abbreviations
  - Capitals
  - Hyphens and dashes
5. Spelling traps
6. Trends in business punctuation
7. Frequently asked questions
8. Proofreading tips
9. Participant language game.

## The Presenter

### Jeanette Learmont

#### Professional Experience

Jeanette Learmont has a fine record of achievement as a consultant specialising in written communication skills, with a particular focus on effective writing from senior managers to new recruits. Her training approach is to enable individuals to write with clarity, power and impact whilst transferring the acquired writing skills and knowledge into their own business documents.



Jeanette has consulted to a wide range of client groups, including national peak body professional associations, government and private sector organisations such as the Australian Institute of Management, Australian Society of CPA's, AXA, Coca-Cola Amatil, CSIRO, Deloitte Touche Tohmatsu, Education Department of Victoria, Esso and Freehill Hollingdale & Page.

She is co-author of a tertiary text on effective technical and business writing, as well as the Business Communication Skills unit, a component of of Engineers Australia, post graduate and masters level courses.

#### Qualifications

- Masters Degree in Adult Education (Honours), Monash University
- Bachelor of Arts Degree (Honours), Monash University
- Trained Secondary Teachers Certificate, Hawthorn Teachers College
- Teaching English as a Second Language, Perth Institute of Technology

## Methodology

Workshop activities are based on your own documents and the course uses a range of learning activities from more formal language tasks to written language games.

- > Active participation by course participants
- > Small group discussions
- > Case study work
- > Presentation of key strategies to ensure correct usage of modern grammar and punctuation
- > Studying real life situations
- > Comprehensive reference materials to take away with you.

## Program Timetable

Registration	8.30am	-	9.00am
Coffee	8.30am	-	9.00am
Morning Tea	10.15am	-	10.30am
Lunch	12.30pm	-	1.30pm
Afternoon Tea	3.30pm	-	3.45pm
Close	5.00pm		

*Breaks and lunch fully provided.*

**To ensure optimum learning value for you the workshop is limited to 20 participants**

## VENUES

### SYDNEY

17 August 2011  
QUAY WEST SYDNEY  
98 Gloucester Street  
The Rocks NSW 2000  
Tel: (02) 9240 6000

### MELBOURNE

10 October 2011  
THE METROPOLE  
44 Brunswick Street  
Fitzroy VIC 3065  
Tel: (03) 9411 8100

## IN-HOUSE

Enquiries for conducting  
Correct Grammar and  
Punctuation in-house to  
Jill Moor at PICS -  
03 9835 8900  
jillmoor@pics.com.au

## Registration and enquiries, please contact:

**Jill Moor - P.I.C.S.**  
**PO Box 1040**  
**Hawthorn, Vic 3122**  
**T: 03 9835 8900**  
**F: 03 9835 8999**  
**E: registrations@pics.com.au**

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**Fee:** The registration fee, including GST, is \$770 per attendee including lunches, refreshments and workshop papers. For groups of three or more from the same organisation the fee is \$660 per attendee. Included in the fee is a comprehensive set of course notes.

**Registration:** Register online at [www.pics.com.au](http://www.pics.com.au) or forward the completed registration form by fax, post or email to secure your place. Payment must be made prior to the workshop

**GST:** Fees quoted include 10% GST. Registered entities will be able to claim an input tax credit for GST charges on taxable supplies made by PICS. It is the responsibility of those entities to assess their eligibility for any such tax credit.

**Payment:** On receipt of your registration a GST invoice will be issued by PICS. Payment may be made by cheque payable to PICS, credit card, or electronic transfer.

**Cancellations:** Should you be unable to attend, a substitute attendee is always welcome at no extra charge. Alternatively, we will make full and prompt refund for cancellations received fourteen days prior to commencement of the workshop less a 20% administration fee.

**Accommodation:** If accommodation is required it may be booked privately at the conference hotel. Ask for the conference discount.

Single accommodation is:

SYDNEY	Quay West Sydney	(02) 9240 6000
MELBOURNE	The Metropole	(03) 9411 8100

## REGISTRATION FORM

PICS ABN: 15 062 943 766

One form per person.  
Photocopy if necessary.

### Correct Grammar and Punctuation

Please complete and return with your payment to PICS as soon as possible. Registration Fees are payable in advance.

Surname \_\_\_\_\_

First Name (for badge) \_\_\_\_\_

Position \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postcode \_\_\_\_\_

Tel ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

I wish to attend:  SYDNEY  MELBOURNE

CHEQUES PAYABLE TO P.I.C.S. OR CHARGE TO:

VISA  MASTERCARD  AMEX  DINERS

Account Number \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Expiry Date \_\_\_\_\_

Authorised Signature \_\_\_\_\_ Authorised Amount \_\_\_\_\_

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