



Grammar and Punctuation Essentials

1 day • 4 tools • Limited participants • Public training

Whether you missed out on grammar at school or simply want to brush up on your knowledge, learn how grammar and punctuation can sharpen your style.

We show you how to:

- avoid common errors in language and usage
- punctuate with precision
- use consistent Australian style standards for numbers, quotations and references.

Outline

| Tool | Activities |
|-------------------------|---|
| Know your grammar | Identify parts of speech and the elements that are crucial to using correct grammar in your writing. |
| Review your punctuation | Apply the rules of grammar, from commas, colons and bulleted lists to hyphens, apostrophes and quote marks. |
| Check numbers and type | Understand Australian style practices for showing items such as numbers, dates, percentages, quotes and references. |
| Put it together | Apply the tools for proofing your content in 3 stages. |

You can enrol through the [store](#) page on our website.

Key details

- \$750 plus GST
- 9.30 am to 4.30 pm
- Virtual training with remote access

Plain English in practice

Professionals find our training tools and activities highly practical and beneficial.

‘An excellent workshop that answered all of the questions I’ve ever had about grammar and punctuation.’

‘The trainer made grammar very practical and relevant for my work.’

‘I was surprised by how much refreshing my grammar will improve my writing.’

‘In one day I caught up on all the grammar I missed at school. How good is that!’