

Improving your punctuation and grammar

Are you part of the generation that had no grammar or punctuation lessons at school? Do you struggle to know what is the right word to use in a sentence? Do you worry about whether or not to put commas or full stops or semi-colons at the end of your dot point lists? Does your boss keep sending your work back for correction? Do you agonise over every sentence? Then this course is for you!

Who should attend

This course is for those who:

- lack confidence in their writing
- need to consolidate the basics in grammar and punctuation
- want to write more clearly and logically
- want to avoid common errors
- want to know where to find help.

What the program offers

This program will enable participants to:

- understand the way language changes over time
- know the difference between good modern English and pedantry
- learn the basic labels of English: nouns, pronouns, verbs, adjectives, adverbs, conjunctions, tenses and how they have to work together to make sense
- recognise the basic structure of a sentence: subject, verb, object
- be able to notice mistakes in writing samples and correct them
- be better able to make their sentences internally consistent
- be able to punctuate to add clarity
- have practical strategies to help them avoid errors in their own writing.

Program details

Duration

One day course (9:00am–5:00pm)

Code	Dates for 2009	Location
92PGP	11 Jun	Vibe Hotel

Catering

Morning/afternoon tea and lunch

Max. number of participants

20

Fee (incl.10% GST)

\$605.00	non IPAA NSW members
\$528.00	IPAA NSW members
\$550.00	group booking

Enquiries Phone IPAA NSW on (02) 9228 5225, or see our website at www.nsw.ipaa.org.au

An introduction to writing in the public sector

Do you sit looking at a blank computer screen dreading the thought of having to make a start? Learn how to approach each writing task with confidence and skill. This practical course introduces participants to five major kinds of writing in the public sector. It gives information, examples and practice in writing as it is used in the modern public sector. All participants write and receive feedback on practical examples.

Who should attend

Those with a fair degree of literacy who:

- need to understand the different types of writing demanded in the modern public sector
- are aspiring to write more clearly and efficiently.

What the program offers

This program will enable participants to:

- prepare a set of minutes for a committee
- write a letter to achieve its purpose
- write a submission
- prepare a short report
- write emails and memos.

Program details

Duration

One day course (9:00am–5:00pm)

Code	Dates for 2009	Location
92PIW	18 Feb	Parramatta Centre25
93PIW	1 Apr	Vibe Hotel
101PIW	2 Sept	Vibe Hotel
102PIW	24 Nov	UNSW CBD Campus

Catering

Morning/afternoon tea and lunch

Max. number of participants

20

Fee (incl.10% GST)

\$605.00	non IPAA NSW members
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