

## POLISH YOUR PUNCTUATION & GRAMMAR

This intensive course is designed to help public sector employees identify and apply key techniques in written communication. If you need to publish documents or proof read them, then this is the program for you.

### Content

- 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.

### Outcomes

- 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 accuracy.

### Benefits to You and Your Organisation

More efficient production of routine written documents with less editing as well as Improved editing and proofreading skills for participants.

### Competency Framework

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

### Facilitator

Dr Nigel Stark

### Contact

[enquiries@sa.ipaa.org.au](mailto:enquiries@sa.ipaa.org.au)  
08 8212 7555

### Duration

1 full day  
9:00am-4:30pm  
8:45am registration

### Dates & Bookings

[Please refer here](#)

### Location

Level 6, 12 Pirie Street  
Adelaide SA 5000

### Inclusions

Workbook, morning tea, lunch and refreshments

### Costs

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

