



POLISH YOUR PUNCTUATION AND 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 improving your editing and proofreading skills.

Competency Framework

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

Facilitator

Dr Nigel Starck

Register

www.sa.ipaa.org.au
enquiries@sa.ipaa.org.au
08 8212 7555

Duration

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

Dates & Bookings

See IPAA SA website

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