CDU Short Courses

Power of Grammar

A 1 day course developed by the Australian Institute of Management and facilitated by Charles Darwin University.

COURSE INFORMATION
This one day course focuses on the nuances of the English language and the correct use of grammar. Participants will be introduced to the latest in generally accepted writing practice and how this informs contemporary communication. A range of style guides will be accessed and discussed. Pieces of work will be written and edited in the workshop.

LEARNING OUTCOMES
Participants who complete this course should be able to:
• Word classes and parts of speech
• How to choose the right word for a given context
• Punctuation including the correct use of dashes, quotation and dialogue marks and brackets
• Spelling including common spelling errors and plurals
• Agreement of subjects and verbs, numerals, quantifiers and modifiers
• Direct and indirect speech
• Sentences, sentence fragments and sentence length and structure
• The structure of paragraphs
• Proofreading strategies including proof reading symbols
• Use of style guides as a reference point

COURSE CONTENT
This course covers the following areas:
• Articulate the impact of grammar on clarity of message
• Be more confident in their ability to write in a manner that is grammatically correct
• Understand the role and use of all parts of speech
• Avoid common grammatical mistakes
• Refresh punctuation and grammar usage to produce polished and consistent work
• Access and reference style guides to create consistent and contemporary work that is tailored to a specific audience
• Understand the difference between proofreading and editing and how to do both effectively

FOR MORE INFORMATION CONTACT
T. 08 8946 6065
E. shortcourses@cdu.edu.au
W. www.cdu.edu.au/shortcourses