POWER OF GRAMMAR

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

This course focuses on the nuances of the English language and the correct use of grammar. You will be introduced to generally-accepted writing practice and how this informs contemporary communication.

THIS COURSE IS RIGHT FOR YOU:
If your main role is to produce high level documents, reports and other organisational communication pieces. Experience in writing and editing and the ability to draw on the foundations of grammar are assumed. This course would be useful to benchmark your current capabilities or if you were looking to mentor others in the use of grammar.

YOUR EMPLOYER WILL BENEFIT BECAUSE:
You will have refined your ability to produce accurate, readable and consistent workplace documents which require limited editing or rework.

WE’LL COVER:
- Word classes and parts of speech
- How to choose the right word for a given context
- The power of punctuation
- Spelling including common spelling errors and plurals
- Agreement of subject and verb, numerals, quantifiers and modifiers
- Direct and indirect speech
- Sentences, sentence fragments and sentence length and structure
- Proofreading strategies including proofreading symbols
- Use of style guides as a reference point

YOU’LL LEARN HOW TO:
- Articulate the impact of grammar on clarity of message
- Confidently write in a manner that is grammatically correct
- Understand the role and use of all parts of speech
- Avoid common grammatical mistakes
- Refresh grammar to produce polished and consistent work

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