

Grammar & Proofreading

One-day Workshop

About this workshop

No matter how good you are at what you do, documents with grammar mistakes erode your corporate and personal credibility. In this workshop, learn how to write correctly every time. Take this opportunity to tune up your grammar and punctuation skills so that you can consistently produce professional documents.

Who should attend

This workshop is for anyone who writes regularly, needs a grammar refresher, or proofreads.

We suggest a workshop size of 12 to 15 participants to allow for individual coaching.

What you will learn

In this workshop, you will learn to:

- Avoid common grammar pitfalls
- Use punctuation correctly (apostrophes, commas, semicolons, dashes and colons)
- Know how and when to use hyphens
- Capitalize correctly
- Avoid mixing up words that sound alike but have different meanings
- Use proofreaders' marks
- Proofread documents accurately

What to expect

This workshop is interactive and practical. It also provides a safe environment to learn and practice good grammar and punctuation. Relax – you are never put on the spot! You participate in small and large group discussions and engage in hands-on projects. You have an opportunity to revise sentences and proofread documents so you can apply what you have learned to your back-at-work writing.