

## **Basic English for Public Servants**

### **Current Grammar, Punctuation and Word Usage - Writing in Plain English**

#### **One on One (1/2 day), Small or Large Groups (1/2 to 1 day)**

*Have you been on the receiving end of emails and documents which are full of poor spelling, incorrect punctuation, dreadful grammar and internal inconsistencies? Incorrect grammar and punctuation can confuse readers or even completely alter the meaning of a sentence.*

*When your team does not produce meaningful, accurate and understandable documents it can result in a cost to the government of thousands of dollars!*

*If you or your staff want to feel more confident about grammar, punctuation and word usage or have forgotten when to use an apostrophe, capital letter or question mark then this workshop is for you!*

*If you also want to impress your supervisor with good grammar and punctuation and have your work cleared with the minimum of changes, then this workshop is for you! It will be a great investment and even fun!*

#### **OBJECTIVES**

Basic English for Public Servants is an interactive one day workshop that allows participants to improve their basic grammar, punctuation and word usage skills. It will also help writers to further develop their skills, confidence and professionalism by making them more conscious of their use of language. This workshop is particularly valuable for those people who may not have had a good grounding in the basics of the English language at school, or for whom English is a second language. Basic English for Public Servants is also a valuable refresher course for the more capable writer who wishes to hone their skills in this area. Participants will also receive additional reading material as a valuable resource.

#### **Participants will learn:**

- The importance of writing well in your role □ What is good usage?

- Word classes – the eight traditional word classes in English
- Punctuation and meaning e.g. question mark, comma, semi-colons, brackets
- Apostrophes and the possessive case
- Capital letters and full stops – when do I use them?
- Common errors – e.g. mixing singular and plural expressions, singular subjects and plural verbs, duplications, prepositions, □ Writing numbers – words or digits?
- Confusing words
- Acronyms and abbreviations
- Misspelt words
- Words that are often confused e.g. affect or effect
- Choosing the right words
- Sentence structure – making them clear and concise
- Spell checks – their limitations
- Editing – how to edit effectively
- Case studies

**This workshop is ideal for:**

- People with limited English knowledge
- Recent appointees to supervisor roles
- Recent graduates with more technical expertise
- Anyone else who wants to revisit what was taught in School □ NESB staff

**TESTIMONIALS**

“Very friendly, wonderful trainer. Really enjoyed the practical games, scrabble & bingo.”

“Easy to understand and relaxing atmosphere. This is definitely a worthwhile course.”

“The best things was learning to be confident about what I write and knowing I now have the skills to write it. Sue is a fantastic trainer and has helped me a lot in the past 2 sessions.” – Jessica Heinle - Defence

“Sue was so easy to understand and enthusiastic with her workshop delivery” – Karen Guthrie, Defence

“Excellent Course – Well presented by Sue with good contributions by all members” – Stephen Gillow, AQIS.

“The best writing course I have attended” – Stacey Gibson, DAFF.



“Sue Willis is a great presenter. Keeps it fun while we learn” – Glenn Cowling, AusIndustry.

“The whole content was very well presented by Sue” – Jenny Best – Defence

“The workshop broadened my knowledge of writing and gave me confidence that what I am doing is OK” – Susan Taylor - Defence

**WORKSHOP TIMETABLE**

<b>9:00am</b>	<b>Welcome - Objectives</b>
<b>9.15am</b>	<ul style="list-style-type: none"> <li>• <b>Your writing issues</b> Practical exercise</li> <li>• <b>Your role as a writer</b> Benefits</li> <li>• <b>Good word usage</b> How to determine good usage</li> </ul>
<b>10.00am</b>	<p>☐ <b>Word classes</b> Nouns, adjectives, pronouns, verbs, adverbs, conjunctions In this module we discuss how we can group words into classes of similar type.</p>
<b>10:30am</b>	<i>Morning Tea (20 Minutes)</i>
<b>10.50am</b>	<p>☐ <b>Punctuation and meaning</b> Apostrophes and possessives, question marks, commas, quotation marks. In this module we discuss the importance of punctuation and how it can make your writing more readable.</p>
<b>12.40am</b>	<i>Lunch (45 minutes)</i>
<b>1.50pm</b>	<p>☐ <b>Common errors</b> Mixing singular and plural expressions, singular subjects and plural verbs, duplication, double negatives, split infinitives.</p>
<b>2.10pm</b>	<ul style="list-style-type: none"> <li>• <b>Writing numbers</b></li> <li>• <b>Capital letters</b></li> <li>• <b>Confusing words, acronyms, abbreviations, misspelt words, choosing the right words.</b></li> </ul>
<b>2.40pm</b>	<ul style="list-style-type: none"> <li>• <b>Phrases</b></li> <li>• <b>Clauses</b></li> <li>• <b>Sentence structure</b> In this module participants learn how to create sentences that get the message across more accurately and quickly.</li> </ul>



<b>3.00pm</b>	<i>Afternoon Tea (15 minutes)</i>
<b>3.15pm</b>	<input type="checkbox"/> <b>Case studies</b> Participants will put their day's learning into practice through individual exercises and group work.
<b>4.00pm</b>	<ul style="list-style-type: none"> <li>• <b>Word Spellchecker – its limitations</b></li> <li>• <b>Editing and proofreading</b></li> </ul> Participants will learn the importance of proofreading their work for content, organisation, language, design and spelling.
<b>4.15pm</b>	<input type="checkbox"/> <b>Sum up of the day &amp; evaluation.</b>
<b>4.30pm</b>	<b>Finish</b>

## Enrolment Form – Basic English for Public Servants

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to [bookings@acorntraining.com.au](mailto:bookings@acorntraining.com.au)  
 We will ring you to organise a time to run the session.

<b>Attendee's name</b>	<b>Email address</b>	<b>Phone Number</b>
1.		
2.		
3.		
4.		
<b>Organisation</b>		
<b>Branch/Division</b>		
<b>Address</b>		
<b>Phone #</b>		
<b>Fax #</b>		

### **Payment Details**

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Single attendee:           \$695

Second and subsequent attendee:   \$595



For larger groups please call for a quote

**1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

**2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

Terms: Payment is due on or before the day of the session.