

Centre for Continuing Education

Essential grammar for writers and editors

Bob Bolitho

Dates

Wednesday 5 & Thursday 6 August

Monday 26 & Tuesday 27 October

Time

9am – 4pm

Overview

This course takes you beyond the “sounds good” school of writing and editing to an understanding of the essential organising principles of language. Get to know your language better not by memorising archaic “rules” but by studying examples of how language elements function to produce coherent, meaningful writing.

Content

The course covers the grammar writers and editors need to know. Topics include:

- identifying and correctly using word classes such as nouns, verbs, pronouns, adjectives, adverbs, prepositions, determiners, conjunctions
- using correct case for pronouns
- identifying and using sentence elements such as subject and predicate, phrases and clauses
- using simple, compound, complex and compound–complex sentences
- identifying which elements of grammar improve writing and which turn it into bureaucratic fuzziness.

Learning objectives and outcomes

As a result of this course, you should be able to:

- understand, analyse and discuss sentence structures
- recognise the grammar of bureaucratic language
- make sensible decisions about English usage and punctuation
- write with more variety and style
- make better use of dictionaries and style guides
- speak and write with more confidence and influence
- better justify, or understand, editorial changes.

Recommended for

Office workers who wish to improve their oral and written communication skills, supervisors who edit written work and need to coach their staff in writing skills, and anyone interested in the good and the bad of the language we use every day.

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Short biography

Bob Bolitho has 40 years' experience as an editor. In senior government positions, he was responsible for establishing editorial policy and style and implementing training programs in English language skills. For more than a decade he has combined freelance editing and training, presenting in-house writing courses to business and government in Sydney, Melbourne, Brisbane and Canberra. Bob is co-author of the Collins Dove publication *The Guide to Australian Usage and Punctuation*.