

Date 16 January 2020
Venue Hotel ibis Styles London
Southwark, 43–47
Southwark Bridge Road,
London, SE1 9HH
Cost £250

Grammar and punctuation – simply put

A masterclass for everyone

Grammar and punctuation can be confusing and contentious. People offer such contradictory guidance that it's difficult to know what to do.

This one-day, practical masterclass will refresh your understanding of grammar and punctuation. It will help you match your writing to your audience and leave you feeling confident about the basic rules, and about what's right for you and your writing.

Your facilitator will be Andrew Steeds, a publisher and trainer with more than 25 years' experience in writing, grammar and punctuation. He is author of the Publishing Training Centre's Essential Grammar online course.

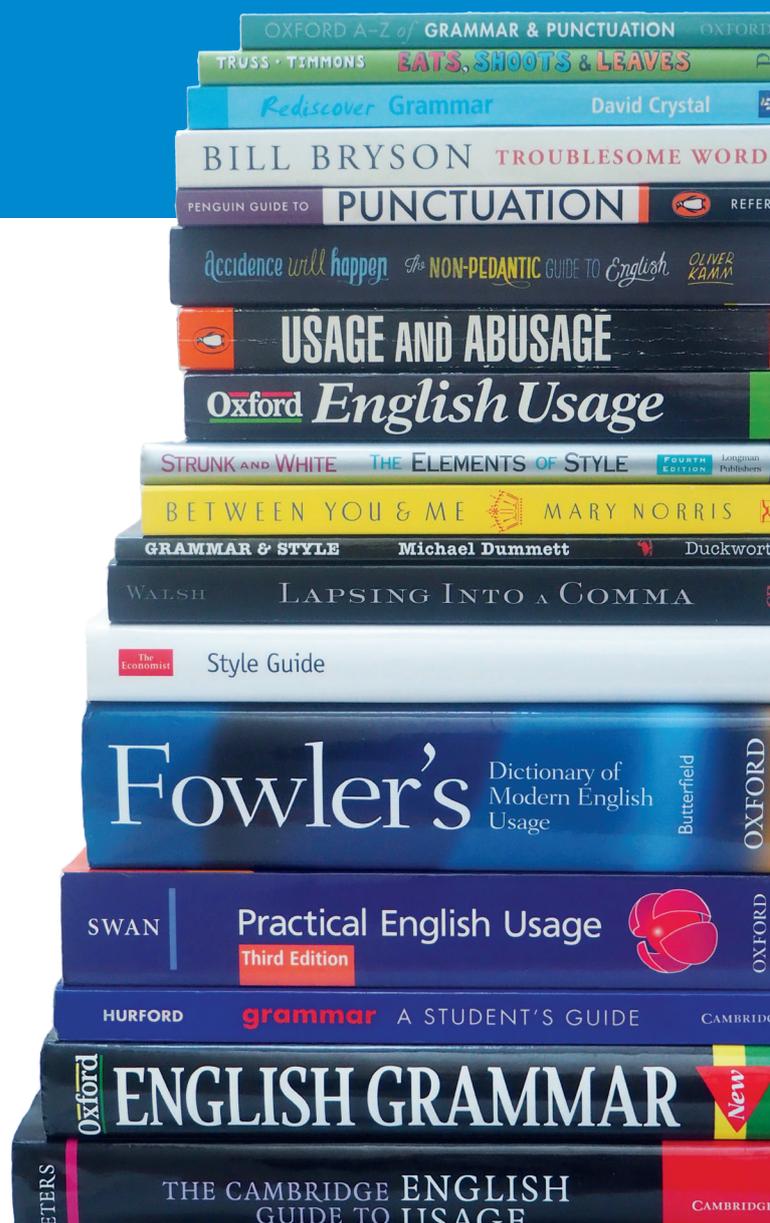
The masterclass

There will be a broad range of exercises, to do on your own, in pairs and in groups.

We will give an overview of the core principles of grammar and punctuation, take a closer look at some of the issues that regularly

cause confusion and examine the crucial differences between formal and informal writing, and between British and American English.

- [for more information on the course programme](#)
- [to book a place](#)



Simply Put is a consultancy that works with companies and individuals to help them write more clearly, more accessibly and more engagingly than they may have felt able to do beforehand. For more information, visit www.simplyput.co.uk

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Course facilitator Andrew Steeds

Delegates will spend much of the day doing practical exercises, on their own and as a pair, and should bring pens, pencils and an eraser. They are also welcome to bring along any grammar and punctuation reference books they use regularly. There is no need to bring a laptop, but equally no reason not to – and of course the hotel provides free wifi.

We work to a tight timetable to cover all the key points, but there will be opportunities for questions and discussion – and possibly also to look at some of the grammar and punctuation problems that delegates have recently encountered, if they wish to bring along one or two (short!) examples. Lunch will be provided, and there will be morning and afternoon drinks breaks.

Further information

The course will take place on **Thursday 16 January 2020**, and will run from 9.30am to 5.00pm.

The course will be held at:

Hotel ibis Styles London Southwark
43–47 Southwark Bridge Road
London SE1 9HH

09.30–13.00

Introduction: verbs, clauses and sentences

That or which? – understanding relative clauses

Issues with verbs – *may/might, shall/will, should/would*, the subjunctive

Subject–verb agreement

Aspects of sentence structure and order (including dangling participles)

13.00–14.00

Lunch

14.00–17.00

Right or wrong? split infinitives and other things that annoy (some) people

How to use commas, semicolons, colons and dashes

The apostrophe

How to punctuate quotes

Hyphenation

Consolidation

On signing up for the course, delegates receive a document on the ‘seven main word classes’, so that they can familiarise or refamiliarise themselves with terms and concepts that will be used in the course. At the end of the course, we provide a list of books delegates might find useful, together with a summary of the major differences between British and American usage.