



English Grammar and Punctuation for Language Professionals

P r e s e n t e d b y

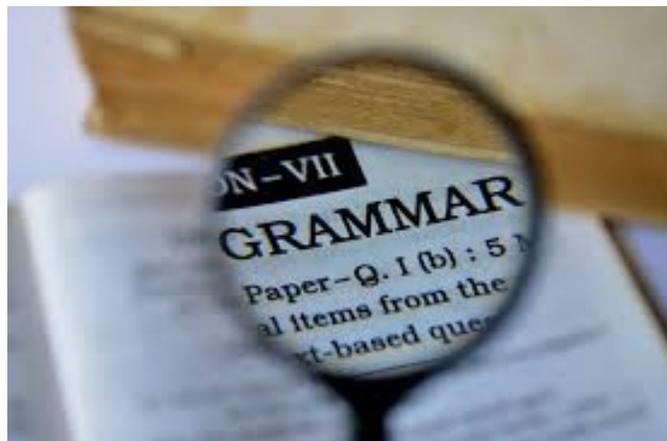
M A R G A R E T C H A N D L E R



Margaret Chandler is a teacher, writer, and editor. She teaches business writing, grammar, style, and editing at the University of Calgary and Mount Royal University and delivers workshops to various organizations. She has a BA in history and a MEd in Adult Education.

Margaret enjoys sharing her passion for the English language and helping people become better writers. Her courses are challenging, engaging, and relevant. Students appreciate the practical tools, techniques, and resources she provides that make the writing process less difficult and more rewarding.

She is the author of *Good Writing Is Good Business: Your go-to guide to stylish and successful business writing*, which was published in 2017.



This seminar will help you develop and refine the grammatical skills you need to be a clear and concise writer. We will review:

- Parts of the speech
- Common grammatical mistakes
- Sentence parts (words, phrases and clauses)
- How sentence parts work together to create sentences
- Punctuation and mechanics (capitalization, abbreviations, numbers)
- Commonly misused and misspelled words
- Grammatical issues specific to non-native English speakers

SEMINAR DATES

Calgary, Alberta

Saturday, February 10

Edmonton, Alberta

Saturday, February 24

10:00 a.m. to 4:30 p.m.

(30 minutes lunch)

Register at: www.atia.ab.ca

Cost: \$85.00

Registration deadline: February 2

ATIA reserves the right to cancel this program due to unforeseen circumstances. If this should occur, registrants will be given full refunds. A minimum number of 15 is required for the workshop to run. Cancellations received before February 2 will be refunded minus a \$25 processing fee. No refunds will be issued after February 2. By registering for the workshop, you agree to these terms and conditions. Contact admin@atia.ab.ca.