

The Mechanics of Writing Well: Grammar and Punctuation Booster Review for Lawyers

Chair: **Jane Griesdorf, M.A., *The Writing Consultants***

Tuesday, June 14, 2022

9:30 a.m. – 11:30 a.m.

Total CPD Hours = 2 h Professionalism 

Law Society of Ontario

Webcast Only

SKU: CLE22-00605

Agenda

9:30 a.m. – 9:35 a.m.

Welcome

9:35 a.m. – 10:30 a.m.

Part I

- Review the eight parts of speech
- Understand collective nouns
- Use pronoun case correctly
 - match nouns and pronouns with gerunds, participles, and infinitives
- Test for subject/verb agreement
- Work with adjectives and adverbs

10:30 a.m. – 10:40 a.m.

Break

10:40 a.m. – 11:20 a.m.

Part II

- Hunt for misplaced modifiers and dangling verbals
 - summative and resumptive modifiers
- Don't forget the beautiful subjunctive
 - use verb tense correctly
- Transition from direct to indirect speech correctly
- Proofread like a detective
 - try this quiz
- Punctuation appendix: inspect every punctuation mark
 - comma
 - hyphen
 - semicolon
 - parentheses
 - apostrophe
 - colon
 - em/en dash

11:20 a.m. – 11:30 a.m.

Questions and Answer Session

11:30 a.m.

Program Ends