



POLISH THE FINE POINTS: Grammar Booster for Paralegals

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

Friday, January 26, 2018

9:00 a.m. – 12:00 p.m.

Total CPD Hours = 3.0 h Professionalism 

Donald Lamont Learning Centre

130 Queen Street West

Toronto, ON

SKU: CLE18-0010900

Agenda

9:00 a.m. – 9:05 a.m.

Welcome and Opening Remarks

9:05 a.m. – 10:30 a.m.

PART I: An Explanation of “Polish the Fine Points”

- Avoid Tired Eyes!
- Know the Parts of Speech: Understand the fine points
- Detect Sentence Structure Errors
 - Recognize fragments, run-ons, and comma splices
 - Work with conjunctive adverbs
 - Use the semicolon effectively
- Review Collective Nouns
 - Learn the fine points

- Pronouns: Why “Case” is Key
 - Use personal, reflexive, emphatic, and reciprocal pronouns correctly
 - Differentiate between "who" and "whom"
 - Use pronouns with gerunds, participles, and infinitives
 - Acknowledge some special "cases"

10:30 a.m. – 10:45 a.m. Coffee Break

10:45 a.m. – 11:45 a.m. PART II

- Test for Subject/Verb Agreement
- Review Adjectives and Adverbs:
- Detect Misplaced Modifiers and Dangling Verbals
 - Avoid faulty or ambiguous reference
 - Watch the orphan "which"
 - Correct through summative and resumptive modifiers
- Don't Forget the Beautiful Subjunctive!
- Change from Direct to Indirect Speech
 - Watch verb tense and other fine points
- Work with Quotation Marks
- Respect Punctuation: Why not to “wing” it
 - Learn to use commas, apostrophes, semi-colons, colons, hyphens, quotation marks, and parentheses correctly
 - Avoid these comma "Don'ts"
- Proofread Like a Detective!
- Try this Closing Quiz

11:45 a.m. – 12:00 p.m. Question and Answer Session

12:00 p.m. Program Ends