

Finishing Touches: Grammar and Proofreading Booster for Paralegals

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

May 4, 2021

9:30 a.m. to 11:30 a.m.

Total CPD Hours = 2 h Professionalism 

**Law Society of Ontario
Webcast**

SKU CLE21-00502

Agenda

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| 9:30 a.m. – 9:35 a.m. | Welcome and Opening Remarks |
| 9:35 a.m. – 10:30: a.m. | <ul style="list-style-type: none">• Review the Eight Parts of Speech• Understand Sentence Structure Errors• Inspect Every Punctuation Mark<ul style="list-style-type: none">○ Semicolon○ Comma○ Hyphen○ Parentheses○ Colon○ Em/En Dash |

- **Use Collective Nouns Correctly**
- **Watch Pronoun Case**
 - Gerunds, Participles, and Infinitives

10:30 a.m. – 11:20 a.m.

- Test for Subject/Verb Agreement
- Use Adjectives and Adverbs with Ease
- Watch Misplaced Modifiers and Dangling Verbals
- Don't Forget the Beautiful Subjunctive
- Transition Correctly from Direct to Indirect Speech
- Proofread Like a Detective
- Watch Your Word Usage

11:20 a.m. – 11:30 a.m.

Question and Answer Session

11:30 a.m.

End of Program