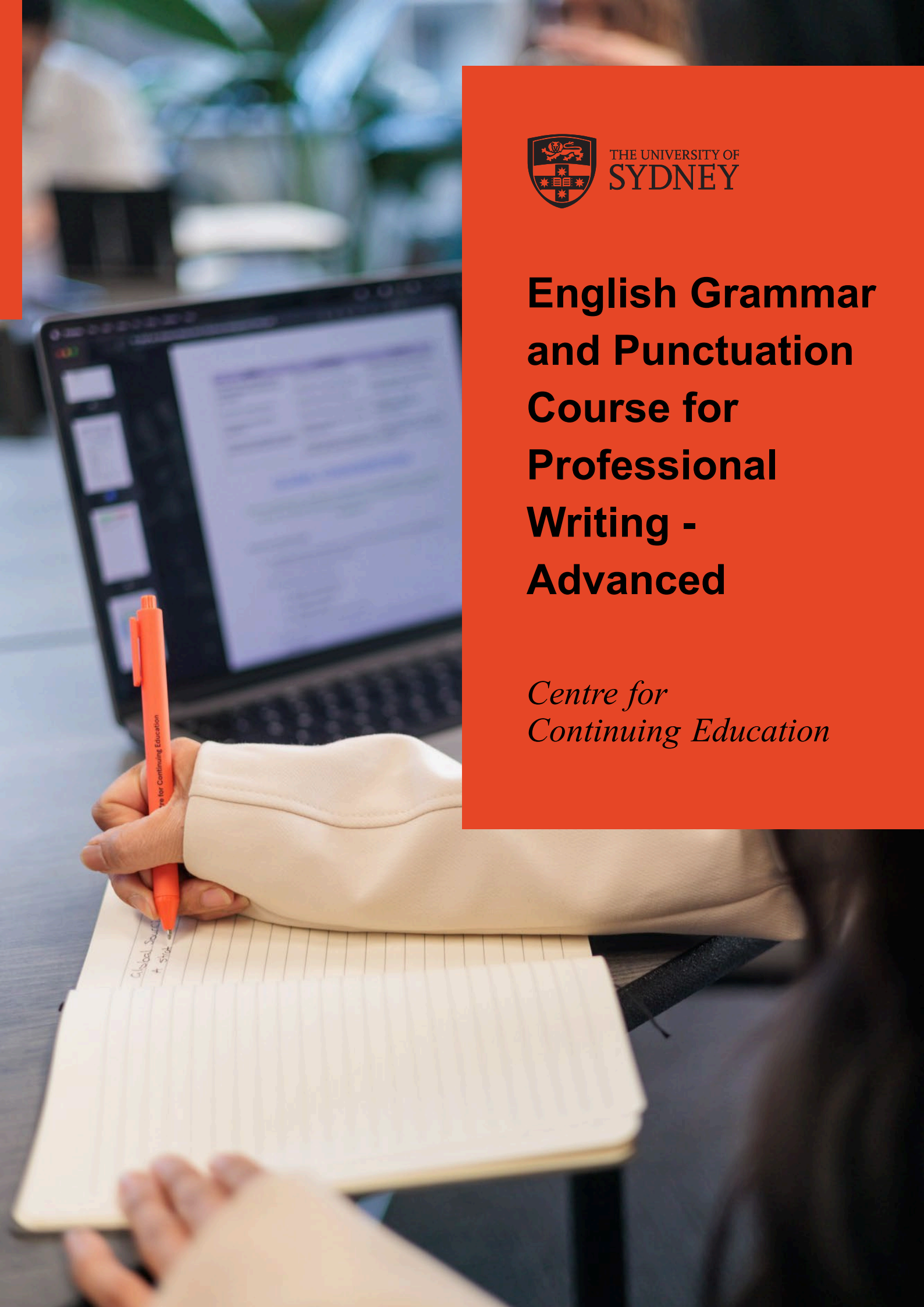




THE UNIVERSITY OF  
SYDNEY

# English Grammar and Punctuation Course for Professional Writing - Advanced

*Centre for  
Continuing Education*



# English Grammar and Punctuation Course for Professional Writing - Advanced



This two-day course is designed to help you progress your English writing skills from an intermediate level to an advanced level. It begins with a review of grammar and sentence structure, then moves on to advanced writing techniques with a focus on both formal and plain English. You will learn how to structure paragraphs for various workplace communications and academic writing. There is also a focus on punctuation, spelling and vocabulary enrichment.

## Intended audience

This course is suitable for individuals with mid-standard level to intermediate level English proficiency. It is popular among non-native English-speaking professionals in multicultural workplaces who need to reach a higher standard of writing for career advancement or further study.



### Course duration

2 sessions, 16 hours total



### Time

9am - 5pm



### Format

Face-to-face



### Dates

Browse available [course dates](#)

## Prerequisites

You should have a mid-standard level to intermediate level of English proficiency. For those whose first language is not English, a desirable entry level is Cambridge B2 or an IELTS score of 5.5 to 6.5. If you have basic competence in English, we recommend enrolling in [English Grammar and Punctuation Course for Professional Writing - Foundation first](#).



## Upon completion

Every participant receives a University of Sydney statement of completion.



## Aims

This course aims to help you polish and improve your writing skills by equipping you with the skills to take your written English from intermediate to an advanced level.



## Learning outcomes

By the end of this course, you should be able to:

- write with improved skills across a range of writing, including different types of workplace communication texts or academic texts
- communicate in written English at an advanced level with improved skills in grammar, sentence structure, paragraphing and punctuation
- communicate with a range of appropriate vocabulary and style, including plain English for workplace communication texts
- paraphrase other authors' ideas and reference sources using the Harvard or APA referencing styles for TAFE and tertiary education students



## Content

- Advanced introduction to spoken and written English
- Revision of practical grammar
- Advanced sentence structure, punctuation, and spelling
- Paragraph structure, unity, and coherence
- Paraphrasing and referencing (Harvard Referencing style)
- Vocabulary enrichment
- Different writing styles: from short emails to longer formal workplace communication texts; or different types of academic texts for TAFE/tertiary education students
- Exercises with an answer key for home practice

Note: Day 1 includes a revision of English grammar and sentence structure, and Day 2 progresses to developing advanced writing skills.



*“It is practical, and there are many exercises to learn.”*

**Laura Cardona**



*“The facilitator is an outstanding teacher who not only makes the class enjoyable but also delivers the content exceptionally well.”*

**Andrea Figueredo**



### **Delivery style**

Delivered as a two-day intensive course combined with interactive learning.

### **Materials**

Course materials are distributed electronically. Materials include both a course booklet and an activities booklet containing an answer key for home practice.



### **Organisational training and development**

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



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**SYDNEY**

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,  
*inspire leadership*

**For more information**

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