



Writing for Scientific Professionals: Those Nagging Grammar and Punctuation Questions

Region 2 – San Francisco Bay

A 1-day Class

Course Description

We all have them—nagging grammar and punctuation questions. Wouldn't you like the answers? See if you can answer these questions:

1. Is *criteria* singular or plural? What about *data*?
2. Which is correct? Waters of the State or waters of the State or waters of the state?
3. What's the difference between an em-dash, an en-dash, and a dash? Should I care?

Can you find the errors in these sentences?

4. The SWAMP program is a priority for this region. (Hint: acronym)
5. We drafted the report from February to July 2001. (Hint: date)
6. The valley has an arid climate, however storms do occur. (Hint: comma)

Bring a sample of your writing—you'll improve it after learning new skills.

This course teaches you to increase document clarity and consistency through good grammar and punctuation, so you can prepare high-quality reports, letters, proposals, briefs, and more. We focus on practical skills that you can use immediately. Many real-world examples of strong and weak writing are the core of the training. We also reinforce skills with in-class writing and editing.

We'll spend half of the time on grammar and half on punctuation. Please see the syllabus (at the end of this flyer) for more details.

Date and Time

April 19, 2007, Thursday, 9 AM to 4 PM

Location

San Francisco Bay Regional Water
Quality Control Board
Room 2-3-4 (2nd floor)
1515 Clay Street, Suite 1400
Oakland, CA 94612
(510) 622-2300

Instructor

Theresa Schultz

To Register

On-line at <http://waternet/training/>

Contact If You Have Questions

Stephen Hill, (510) 622-2361,
SHill@waterboards.ca.gov



If you have special accommodation or language needs, please contact OEA, (916) 341-5880 or email Adrian Perez at aperez@waterboards.ca.gov at least 5 working days prior to the class. TTY/DD/Speech to Speech users may dial 7-1-1 for the California Relay Service.

Syllabus

Introduction

- The Big Picture
- Assess Your Writing Skills

Grammar

- Subject-Verb Agreement
- Unclear Pronouns
- Numbers and Units of Measure
- Acronyms and Initialisms
- Parallelism
- Misused Words

Punctuation

- Comma
- Apostrophe
- Quotation Marks
- Colon
- Semicolon
- Dash
- Parentheses
- Capitalization