**Savage *Communications***

**GRAMMAR & PUNCTUATION**

**Thursday 26 November 2020**

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[**09.15-11.00**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWIzZmJmNGItOWUxYi00YWU5LWFiNWItMzNiYjJlYWFjY2Q4%40thread.v2/0?context=%7b%22Tid%22%3a%22c05b8d5a-b883-4afb-ae93-db5db239911c%22%2c%22Oid%22%3a%224c491d0c-7b18-43fb-8635-98421639f26b%22%7d)

[**+**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWIzZmJmNGItOWUxYi00YWU5LWFiNWItMzNiYjJlYWFjY2Q4%40thread.v2/0?context=%7b%22Tid%22%3a%22c05b8d5a-b883-4afb-ae93-db5db239911c%22%2c%22Oid%22%3a%224c491d0c-7b18-43fb-8635-98421639f26b%22%7d)

[**11.15-12.45**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWIzZmJmNGItOWUxYi00YWU5LWFiNWItMzNiYjJlYWFjY2Q4%40thread.v2/0?context=%7b%22Tid%22%3a%22c05b8d5a-b883-4afb-ae93-db5db239911c%22%2c%22Oid%22%3a%224c491d0c-7b18-43fb-8635-98421639f26b%22%7d)

[Meeting link](https://us02web.zoom.us/j/82028004266?pwd=R3RQdnRkdkcyOERqNkNoMGFxa1Zudz09)

**Meeting ID: 820 2800 4266**

**Password: 290819**

[**Contact the organiser**](mailto:sarah@savagecommunications.co.uk?subject=Presentation%20Skills%20RSVP)

**ABOUT THE TRAINING**

This half-day workshop is a lesson in all things grammatical with a serious business focus. Tailored to those in financial services, it addresses the day-to-day writing mistakes that can undermine our professionalism and clearly explains how to use:

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* Apostrophes
* Commas, colons, semi-colons
* Dashes and hyphens
* Different forms of parenthesis
* Quotation marks
* Sentence structure

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You will come away feeling much more confident in your ability to edit work; you will understand what’s grammatically right and wrong; and you will be able to use punctuation to add impact to your writing.

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**WHAT PEOPLE SAY**

**COMMUNITY FIBRE**

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**BUSINESS DEVELOPMENT DIRECTOR**

***Margaret clearly is outstanding in her field. She remains calm under pressure and really knows her stuff. She has tonnes of experience in copywriting, understands the brief and does her research effortlessly.***

**LEADERSHIP MINDS**

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**FOUNDER**

***Margaret is the type of communications expert that you want to have by your side when you need a supportive and knowledgeable partner. Her style is gentle and warm, like a hot cup of tea.***

**ABOUT MARGARET WEBSTER**

Margaret Webster is not only a professional writing trainer, she is a professional writer. Her clients include AstraZeneca, Duchenne UK, English Football League, Historic England, London Stock Exchange, Macmillan Cancer Support, Network Rail, Rathbones and the Royal Borough of Kensington & Chelsea and Wycombe Council.

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Margaret’s talent lies in bringing her subject matter to life in an engaging, memorable way.

As a writer, she has been producing corporate and marketing communications for over 20 years. She has written about a wide variety of topics for diverse audiences across many different media – ranging from light-hearted feature articles to high-stakes conference speeches.

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For the last five years, she has specialised in large, complex projects where she works with organisations on their most important communications, such as key reports, strategies, standard operating procedures, television scripts and pitch documents.

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She shows their people how to craft communications that are relevant, clear and vivid for their target audiences. And she shares practical techniques and tools with them so they can quickly improve their business writing, copywriting or public speaking.

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Margaret is also a coach to senior executives, entrepreneurs, technical experts and other copywriters, and is a trainer at the Chartered Institute of Public Relations.