

## E-learning: Punctuation

### Synopsis

Lawyers are all great at grammar and punctuation, right?

Well, no they're not.

And you're not alone. If you sometimes need to remind yourself of the difference between a colon and semicolon, or you mix up 'it's' and 'its', take heart.

### Duration

Completing this course provides 1.5 hours distance learning CPD for solicitors

### Format

You can work through the modules of the course at your own pace. You can stop at any time. The next time you log-in you will be prompted to restart the course at the place you left off.

### Delegates

Perfect for anyone working in a law firm who is looking to improve their punctuation skills. From senior lawyers to practice managers, this course will improve everyone's punctuation.

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### Outcomes

As a result of this course, you will:

- punctuate accurately
- review and correct your own work

### Content

1. Apostrophes
2. Capital letters
3. Commas
4. Colons and semicolons
5. Quotation marks
6. Hyphens, dashes and brackets
7. Punctuating lists