

## This month Education and Training Manager, Ken Richardson, highlights the Spring range of BIGGA Training Courses and launches Key Skills Corner

# Education and Training update

The spring range of BIGGA Training Courses is underway with several courses already completed. I am writing this article in my hotel room after the first day of a Basic Computer Skills Course being held at John O' Gaunt Golf Club (yes we do work overtime), which will be followed by similar courses at Berkhamstead and in Aberdeen. We are also running courses on Health and Safety, Chain Saw Operating Skills, Abrasive Wheels Safe Use, Budgets and Finance, Essential Management Skills, Further Management Skills and Communication Skills. All courses are offered at a, minimal, cost of £30 for one day of training and £60 for two days thanks to contributors to the BIGGA Education and Development Fund. If the course that you want is not being presented in your Region or Section then ask your Section Secretary to contact either Sami or myself with your ideas. We can run courses with a maximum of 4 delegates for Chainsaw Operator

and a minimum of 6 delegates for all other courses.

One of the favorite subjects on the Basic Computer Skills courses is how to use the spell and grammar checkers in word processing and the lack of such help on e-mail, Internet and bulletin boards.

If you want to ensure that your e-mail message is spelt correctly and written grammatically, then use your word processor package to help.

For example, in Microsoft Word, Open a blank document and compose your e-mail. When you have completed your e-mail, carry out a spelling and a grammar check. Select the complete text and use Cut to remove text to paste board. Open e-mail and paste document into New mail.

Alternatively, just write 'please see attachment' in e-mail and Attach file containing text.

The Cut and Paste procedure can be used in the BIGGA member's bulletin Board.

### Key Skills Corner

A major part of NVQs, especially for under 25-year-olds, are Key Skills in: Information Technology (IT); Numeracy (Counting) and Literacy (Reading and Writing). Therefore, I thought that it would be useful to highlight some of the rules to be used in written English.

### Capital Letters

Use capital letters at the beginning of a sentence, eg. The cat sat on the mat. In abbreviations, eg. BIGGA. As the first letter in 'Proper Nouns' eg. York, Richardson, Ken, the word I, countries eg. England and days and months eg. March, Monday.

### Here is a test for you to try. Answer next month.

welcome to Bigga house. today is tuesday, the 3rd of march. the next public Holiday, in england, will be easter.

Hint. Using Microsoft Word with AutoCorrect selected through the Tools menu can help with capital letters.



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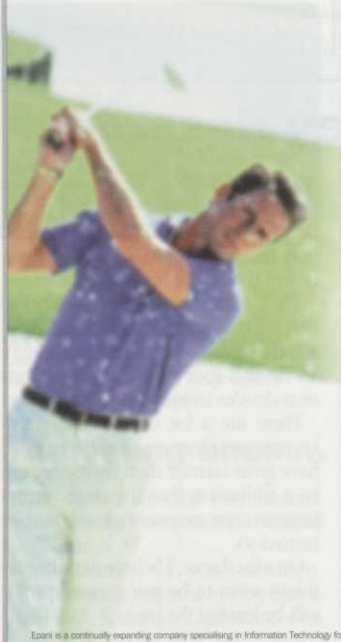
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If you've got an email account why not send an email to the education department, where we can place you into our exclusive education email address book. We can then keep you up-to-date with education news and events as they happen.

Send an email to either:  
 education@bigga.co.uk ken@bigga.co.uk sami@bigga.co.uk

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