

Grammar Essentials

Business Skill Training

Course Length: 1-day (9:00am – 4:00pm)
Course Cost: \$300

Course Description

You learned the rules of grammar in school, but now you'd like to refresh and refine your grammar usage for your professional life. You need to articulate your ideas clearly and succinctly in written communications and present yourself in a professional manner. In this course, you will review the rules of grammar, identify common grammar errors, and refine your business writing style.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Examine nouns, pronouns, and verbs.
- ✓ Identify adjectives, adverbs, prepositions, conjunctions, and interjections.
- ✓ Discover some important rules of grammar and some commonly made grammatical errors.
- ✓ Identify grammar rules regarding correct punctuation.
- ✓ Avoid problematic sentence fragments, run-ons, and comma splices, as well as effective methods of rewriting sentences so that they are clear and complete.
- ✓ Apply methods for improving word choices.
- ✓ Identify methods for building effective sentences and editing text effectively.
- ✓ Use methods for avoiding some common errors made by overzealous writers who create hypercorrections in their own work.

Course Content

Identifying Nouns, Pronouns, and Verbs

- Identify Nouns, Pronouns and Verbs

Identifying Adjectives and Adverbs

- Use Adjectives and Adverbs

Identifying Prepositions, Conjunctions, and Interjections

- Use Prepositions, Conjunctions and Interjections

Identifying Rules

- Monitor Sentences and Modifiers
- Avoid Common Errors

Identifying Correct Punctuation

- Use Parentheses Numbers, Symbols, and Capitalization Correctly
- Apply Commas, Semicolons, and Quotation Marks

Identifying Sentence Fragments, Run-ons, and Comma Splices

- Recognize Sentence Fragments, Run-ons, Comma Splices, and Solutions

Improving Word Choices

- Discover Commonly Misused Words
- Identify Synonyms, Antonyms, and Homonyms

Building Effective Sentences

- Identify the Goal
- Consider the Audience and the Context

Editing Effectively

- Use Correct Spelling
- Achieve Clarity

Avoiding Hypercorrections

- Avoid Hypercorrections
- Achieve Simplicity