

Grammar Essentials

Course Overview

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 state your ideas clearly and concisely 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.

Improving your grammar will help you deliver polished and professional written communications. Correct grammar and a refined, concise writing style can help you clearly express your ideas to others, streamline the directions and instructions that you deliver, and create impressive presentations and reports.

Who Should Attend

This course is intended for working professionals in various job roles, both native and non-native English speakers, who use formal and informal written communications in the course of business, and who seek to improve their grammar usage.

Course Objectives

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

- Examine nouns, pronouns, and verbs.
- Identify adjectives and adverbs.
- Identify prepositions, conjunctions, and interjections.
- Identify some important rules of grammar and some commonly made grammatical errors.
- Identify grammar rules regarding correct punctuation.
- Identify problematic sentence fragments, run-ons, and comma splices, as well as effective methods of rewriting sentences so that they are clear and complete.
- Identify methods for improving word choices.
- Identify methods for building effective sentences.
- Identify methods for editing text effectively.

Course Outline

1 Identifying Nouns, Pronouns, and Verbs

Identify Parts of Speech
Identify Nouns
Identify Pronouns
Identify Verbs

2 Identifying Adjectives and Adverbs

Use Adjectives
Use Adverbs

This is a 1-day class

Upcoming Dates

Date	Time	Where
07/06/2020	9:00AM - 5:00PM	Online LIVE
09/10/2020	9:00AM - 5:00PM	Online LIVE
11/11/2020	9:00AM - 5:00PM	Online LIVE

[View All Course Dates & Register Today](#)

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3 Identifying Prepositions, Conjunctions, and Interjections

Use Prepositions
Use Conjunctions
Use Interjections

4 Identifying Rules

Monitor Sentence Structure
Monitor Modifiers
Avoid Common Errors

5 Identifying Correct Punctuation

Use Parentheses Correctly
Use Commas, Semicolons, Colons, Em Dashes, and Quotation Marks Correctly
Use Numbers, Symbols, and Capitalization Correctly

6 Identifying Sentence Fragments, Run-ons, and Comma Splices

Identify and Resolve Sentence Fragments
Identify Run-ons, Comma Splices, and Solutions

7 Improving Word Choices

Identify Commonly Misused Words
Identify Synonyms, Antonyms, and Homonyms

8 Building Effective Sentences

Write with Purpose
Consider the Audience
Consider the Context

9 Editing Effectively

Use Correct Spelling
Check Your Work