

Effective Grammar Essentials

Length: ½ Day

Summary: 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.

COURSE CONTENT

1: IDENTIFYING NOUNS, PRONOUNS, AND VERBS

- Identify Nouns
- Identify Pronouns
- Identify Verbs

2: IDENTIFYING ADJECTIVES AND ADVERBS

- Use Adjectives
- Use Adverbs

3: IDENTIFYING PREPOSITIONS, CONJUNCTIONS, AND INTERJECTIONS

- Use Prepositions
- Use Conjunctions
- Use Interjections

4: IDENTIFYING RULES

- Monitor Sentences
- Monitor Modifiers
- Avoid Common Errors

5: IDENTIFYING CORRECT PUNCTUATION

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

6: IDENTIFYING SENTENCE FRAGMENTS, RUN-ONS, AND COMMA SPLICES

- Identify 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

- Identify the Goal
- Consider the Audience
- Consider the Context

9: EDITING EFFECTIVELY

- Use Correct Spelling
- Achieve Clarity

10: AVOIDING HYPERCORRECTIONS

- Avoid Hypercorrections
- Achieve Simplicity