

Business Grammar That Matters

Course Summary

Description

Do you struggle to write correctly and professionally? Have you struggled with whether or not to use a comma or with how to punctuate bulleted lists? Have embarrassing errors undermined your writing?

If you answered "yes" to any of these questions, then this workshop is for you. In a lively, hands-on session, you will learn to appreciate and apply grammar rules for clear communication. You will also learn to avoid common pitfalls and edit your work for clarity and correctness.

Participants will have plenty of opportunity to practice their new skills on common business documents, and are encouraged to bring examples they are working on.

Objectives

At the end of this course, students will be able to:

- Understand grammar fundamentals
- Apply grammar rules to produce error-free documents
- Produce professional documents
- Be confident about your English usage
- Communicate effectively

Topics

- Sentence Basics
- Punctuation Basics
- Modifiers
- Verbs and Verbals
- Pronouns
- Lists and Parallel Structures
- Editing Your Own Work

Audience

This course is designed for anyone who would like to improve their English language communication skills.

Prerequisites

There are no prerequisites for this course.

Duration

One day

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Course Outline

- I. Sentence Basics**
 - A. The difference between clauses and phrases
 - B. Sentence construction
 - C. The "bones" of the sentence versus the extras
 - D. 4 types of sentences
 - E. Lengthen and shorten sentences for variety
- II. Punctuation Basics**
 - A. Necessary commas
 - B. Discretionary commas
 - C. The difference between semicolons and colons
 - D. Canadian usage for quotation marks
 - E. The different kinds of dashes and their uses
 - F. Punctuate different kinds of sentences
- III. Modifiers**
 - A. The differences between adjectives and adverbs
 - B. Phrases and clauses that modify
 - C. The order of modifiers
 - D. Misplaced modifiers, dangling modifiers, and squinting modifiers
- IV. Verbs and Verbals**
 - A. Subject-verb agreement
 - B. Proper verb tense
 - C. Verbals: verbs that function as other parts of speech
 - D. Active and passive voice
- V. Pronouns**
 - A. Correct pronoun choice for the case
 - B. Pronoun-antecedent agreement
 - C. Possessive and relative pronouns
- VI. Lists and Parallel Structures**
 - A. Horizontal and vertical (bulleted) lists
 - B. Parallel structures in lists
 - C. Parallel structures in sentences and ideas
- VII. Editing Your Own Work**
 - A. Common traps
 - B. Tips for editing your own work