

## Practical English Grammar Skills

### Course Summary

#### Description

Grammar matters. English can be a very effective communications tool, but all tools work best when they are used properly. Used correctly, English can help you communicate effectively. Used improperly, it can easily be misunderstood and lead to problems. Besides causing communications difficulties, grammar errors can also be quite embarrassing. That's why grammar matters.

English isn't an easy language to master, and just learning that English has about 250 irregular verbs is enough to discourage most people. English is a hard taskmaster, but this workshop will allow you to give English some of the time and attention it deserves. Giving it your consideration will help you become a better communicator.

Participants will be provided with a workbook of notes, exercises, and references. Participants will also be encouraged to try exercises during the seminar and engage in related discussion.

#### Objectives

After taking this course, students will be able to:

- Understand grammar fundamentals
- Apply grammar rules to produce error-free documents
- Produce professional documents
- Become confident about your use of written English
- Communicate effectively

#### Topics

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

#### Audience

This course is designed for anyone wanting to improve English grammar skills.

#### Prerequisites

There are no prerequisites for this course.

#### Duration

One day

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### Course Outline

- I. Sentence Basics**
  - A. Introduction
  - B. Phrases and Clauses
  - C. Types of Sentences
  - D. Subject–Verb Agreement
  - E. Sentence Length
  
- II. Punctuation Basics**
  - A. Commas — Necessary and Discretionary
  - B. Semicolons and Colons
  - C. Apostrophes
  - D. Quotation Marks
  - E. Question Mark
  - F. Hyphens and Dashes
  - G. Capitalization
  
- III. Modifiers**
  - A. Adjectives and Adverbs
  - B. Prepositional Phrases
  - C. Misplaced Modifiers
  
- IV. Verbs and Verbals**
  - A. Verb Properties
  - B. Conjugating Verbs
  - C. Verb Tenses
  - D. Helping (Auxiliary) Verbs
  - E. Verbals
  - F. Use the Active Voice
  
- V. Special Considerations**
  - A. Pronouns
  - B. Idioms
  - C. Number Style
  
- VI. Parallel Structures and Lists**
  - A. Parallel Structures and Mixed Constructions
  - B. Bulleted Lists
  
- VII. Editing Your Own Work**
  - A. Self-Editing
  - B. One Last Time!
  
- VIII. Appendix 1: Grammar Cheat Sheet**
  
- IX. Appendix 2: Resources**