

## Course duration

- 1 day

## Course Benefits

- Recognize and use correct grammar and punctuation.
- Avoid common usage errors.
- Identify words that need to be capitalized.
- Choose the appropriate point-of-view and tense.
- Structure sentences correctly.
- Use proofreading strategies to ensure documents are error-free.

### Available Delivery Methods

#### **Public Class**

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

#### **Private Class**

Private classes are delivered for groups at your offices or a location of your choice.

## Course Outline

1. Introduction: The Importance of Proper Writing and Correct Grammar
  1. Why Writing Matters
2. Basic Grammar Rules
  1. Parts of Speech
  2. Nouns
  3. Pronouns
  4. Verbs
  5. Adjectives
  6. Adverbs
  7. Prepositions
  8. Conjunctions
  9. Interjections
10. Subject and Object
11. Exercise: Parts of Speech
12. Subject-verb Agreement

13. Exercise: Subject-Verb Agreement
3. Hypercorrections and Usage Errors
  1. Common Usage Errors
  2. Who or Whom
  3. Me or I
  4. When to Use "Myself"
  5. Choosing "He" or "Him" and "She" or "Her"
  6. That or Which
  7. Fewer or Less
  8. Exercise: Hypercorrections and Usage Errors
  9. More Commonly Confused Words
  10. Exercise: More Commonly Confused Words
4. Structure
  1. Simple Sentences
  2. Exercise: Simple Sentences
  3. Compound Sentences
  4. Complex Sentences
  5. Compound-Complex Sentences
  6. Exercise: Complex and Compound-Complex Sentences
  7. Parallel Construction
  8. Exercise: Parallel Construction
  9. Run-on Sentences
  10. Exercise: Run-on Sentences
5. Punctuation
  1. Periods
  2. Exercise: Periods
  3. Commas
  4. The Serial Comma
  5. Comma Splice
  6. Exercise: Commas
  7. Colons and Semicolons
  8. Semicolons
  9. Colons
  10. Exercise: Colons and Semicolons
  11. Apostrophes, Double Quotation Marks, and Single Quotation Marks
  12. Apostrophes
  13. Double Quotation Marks
  14. Single Quotation Marks
  15. Punctuation Inside and Outside of Quotation Marks
  16. Exercise: Apostrophes and Quotation Marks
  17. Question Marks and Exclamation Points
  18. Question Marks
  19. Exclamation Points
  20. Hyphens and Dashes
  21. Hyphen
  22. Dashes
  23. Exercise: Dashes and Hyphens

24. Parentheses and Brackets
25. Parentheses
26. Brackets
27. Exercise: Parenthetical Elements
6. Capitalization
  1. Words That Are Always Capitalized
  2. Exercise: Words That Are Always Capitalized
  3. Words That Are Never Capitalized
  4. Exercise: Words That Are Never Capitalized
  5. Headings and Titles
  6. Exercise: Headings and Titles
7. Point of View and Tense
  1. Point of View
  2. When to Write in the First Person
  3. Exercise: Writing in the First Person
  4. When to Write in the Second Person:
  5. Exercise: Writing in the Second Person
  6. When to Write in the Third Person
  7. Exercise: Using the Third Person
  8. How to Choose the Point of View
  9. Using Correct Tenses
  10. How to Use the Past Tense in Business Writing
  11. Exercise: Past Tense
  12. How to Use the Present Tense in Business Writing
  13. Exercise: Present Tense
  14. How to Use the Future Tense in Business Writing
  15. Exercise: Future Tense
8. Proofreading Your Work
  1. Ensuring Your Writing Is Error Free
  2. Ensuring Consistency in Your Writing
  3. Exercise: Proofreading a Document
  4. Editing for Conciseness
  5. Get to the Heart of the Message
  6. Trim Bulky Wording
  7. Exercise: Editing for Conciseness
9. Conclusion
  1. Additional Resources
  2. Words of Wisdom

## Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.