

Grammar Essentials

Prerequisites: None

Length: One 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

IDENTIFYING NOUNS, PRONOUNS, AND VERBS

- Identify Nouns
- Identify Pronouns
- Identify Verbs

IDENTIFYING ADJECTIVES AND ADVERBS

- Use Adjectives
- Use Adverbs

IDENTIFYING PREPOSITIONS, CONJUNCTIONS, AND INTERJECTIONS

- Use Prepositions
- Use Conjunctions
- Use Interjections

IDENTIFYING RULES

- Monitor Sentences
- Monitor Modifiers
- Avoid Common Errors

IDENTIFYING CORRECT PUNCTUATION

- Use Parentheses Correctly
- Use Commas, Semicolons, and Quotation Marks

- Use Numbers, Symbols, and Capitalization Correctly

IDENTIFYING SENTENCE FRAGMENTS, RUN-ONS, AND COMMA SPLICES

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

IMPROVING WORD CHOICES

- Identify Commonly Misused Words
- Identify Synonyms, Antonyms, and Homonyms

BUILDING EFFECTIVE SENTENCES

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

EDITING EFFECTIVELY

- Use Correct Spelling
- Achieve Clarity

AVOIDING HYPERCORRECTIONS

- Avoid Hypercorrections
 - Achieve Simplicity
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