



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Grammar Essentials

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

You learned the rules of grammar in school, but now you would 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 professionally present yourself. In this course, you will review the rules of grammar, identify common grammar errors, and refine your business writing style.

Target Audience

This course is intended for:

- Professionals who seek to improve their grammar usage for written communications

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Examine nouns, pronouns, and verbs
- Identify adjectives and adverbs
- Identify prepositions, conjunctions, and interjections
- Identify some important rules of grammar and some commonly made grammatical errors
- Identify grammar rules regarding correct punctuation
- Identify problematic sentence fragments, run-ons, and comma splices, as well as effective methods of rewriting sentences so that they are clear and complete
- Identify methods for improving word choices
- Identify methods for building effective sentences
- Identify methods for editing text effectively
- Identify methods for avoiding some common errors made by overzealous writers who create hypercorrections in their work



Course Topics

Module 1: Identifying Nouns, Pronouns, and Verbs

- Identify Nouns
- Identify Pronouns
- Identify Verbs

Module 2: Identifying Adjectives and Adverbs

- Use Adjectives
- Use Adverbs

Module 3: Identifying Prepositions, Conjunctions, and Interjections

- Use Prepositions
- Use Conjunctions
- Use Interjections

Module 4: Identifying Rules

- Monitor Sentences
- Monitor Modifiers
- Avoid Common Errors

Module 5: Identifying Correct Punctuation

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

Module 6: Identifying Sentence Fragments, Run-ons, and Comma Splices

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

Module 7: Improving Word Choices

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

Module 8: Building Effective Sentences

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

Module 9: Editing Effectively

- Use Correct Spelling
- Achieve Clarity

Module 10: Avoiding Hypercorrections

- Avoid Hypercorrections
- Achieve Simplicity