

Grammar Skills

1 Day

Description

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.

Prerequisites

- None

Objectives

- ✓ 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 own work.

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
Consider the Context

Avoiding Hypercorrections

Avoid Hypercorrections
Achieve Simplicity

Identifying Correct Punctuation

Use Parentheses Correctly
Use Commas, Semicolons, and Quotation Marks

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

Editing Effectively

Use Correct Spelling
Achieve Clarity