



English Grammar Workshop

Course #: G-100 **Duration:** 2 days

Prerequisites

None.

Details

Are your grammar, punctuation, and writing skills hurting your professional image? Or is English your second language, and you could benefit from a grammar review? If you communicate in writing (letters, memos, reports, emails, etc.), you will benefit from this intensive, two-day course that focuses on the critical flaws hindering today's business professionals.

Not only do we have an in-depth discussion of each grammar rule, but we show many examples AND do hands-on practice exercises designed to drill the concept into your memory. The goal is to eliminate your bad grammar habits and improve your communication skills!

Software Needed

None

Outline

English Grammar Workshop

- **Understanding Sentence Structure and Avoiding Common Errors**
 - Sentences, Clauses and Phrases
 - Types of Sentences
 - Common Errors
 - Fragments
 - Run-On Sentences
- **Nouns and Pronouns**
 - Types of Nouns and Capitalization
 - Number
 - Noun Usage
 - Personal Pronouns and Common Problems
 - Using the Correct Form
 - Clear Pronoun References
 - Agreement and Inclusive Language
 - Interrogative Pronouns and Common Problems
 - Who/Whom
 - Relative Pronouns and Common Problems
 - Who/Whom, Whoever/Whomever
 - Clear Pronoun References
 - Possessive Pronouns and Common Problems

- Compound Pronouns and Common Problems
- Indefinite Pronouns and Common Problems
- **Verbs**
 - Types of Verbs
 - Commonly Misused Verbs
 - Subject-Verb Agreement
 - Verb Tenses
 - Shifting Verb Tenses
 - Active and Passive Voice
 - Using the Subjunctive
 - Infinitives and Infinitive Phrases
 - Gerunds and Participles
 - Common Errors with Participles
- **Words That Modify**
 - Adjectives
 - Direct and Indirect Articles
 - Correct Placement of Adjectives and Adjectival Phrases and Clauses (Dangling Modifiers)
 - Degrees of Adjectives
 - Adverbs
 - Correct Placement of Adverbs
- **Connectors and Interjections**
 - Prepositions and Prepositional Phrases
 - Commonly Confused Prepositions
 - Conjunctions
 - Common Problems with Conjunctions
 - Parallel Structure
 - Conjunctive Adverbs
 - Common Problems with Conjunctive Adverbs
 - Interjections
- **Punctuation**
 - End marks
 - Commas
 - Items in a Series
 - Independent Clauses
 - With Adverbial Clauses
 - Restrictive and Nonrestrictive Clauses
 - Introductory Elements
 - Appositives and Short Phrases
 - Interrupters and Parenthetical Elements
 - Other Punctuation
 - Commonly Misused Words
- **The Building Blocks of Good Writing**
 - The Sentence—A Review of Key Concepts
 - Choosing Words for Your Audience
 - The Paragraph
 - Creating a Unified Work