![KnowledgeWave]

Grammar Essentials

Course Length: 1 Day

Course Description

Description:	In this course, students will review the rules of grammar, identify common grammar errors, and refine their business writing style.
Who Should Attend	Professionals who seek to improve their grammar usage for written communications.
Course Objectives	Upon successful completion of this course, students 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 own work.

Course Content

Lesson	Topics
Lesson 1 – Identifying Nouns, Pronouns, and Verbs	• Identify Nouns • Identify Pronouns • Identify Verbs
Lesson 2 – Identifying Adjectives and Adverbs	• Use Adjectives • Use Adverbs
Lesson 3 – Identifying Prepositions, Conjunctions, and Interjections	• Use Prepositions • Use Conjunctions • Use Interjections
Lesson 4 – Identifying Rules	• Monitor Sentences • Monitor Modifiers • Avoid Common Errors
Lesson 5 - Identifying Correct Punctuation	• Use Parentheses Correctly • Use Commas, Semicolons, and Quotation Marks • Use Numbers, Symbols, and Capitalization Correctly
Lesson 6 - Identifying Sentence Fragments, Run-ons, and Comma Splices	• Identify Sentence Fragments • Identify Run-ons, Comma Splices, and Solutions
Lesson 7 - Improving Word Choices	• Identify Commonly Misused Words • Identify Synonyms, Antonyms, and Homonyms
Lesson 8 - Building Effective Sentences	• Identify the Goal • Consider the Audience • Consider the Context
Lesson 9 - Editing Effectively	• Use Correct Spelling • Achieve Clarity
Lesson 10 - Avoiding Hypercorrections	• Avoid Hypercorrections • Achieve Simplicity