Grammar Essentials

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