

DURATION: A one day course

SUITABLE FOR: An understanding of grammar is at the heart of good writing. This course is designed as a practical workshop for staff at all levels who feel their grammar can let them down. It is ideal as a refresher for those people who learned grammar a long time ago, as well as for those people who haven't had formal training in English grammar and have found their own way through.

COURSE OUTLINE:

OBJECTIVES:

By the end of the course delegates will be able to:

- Have a clearer understanding of the basics of English grammar
- Be confident in the use of verbs, nouns, pronouns, adjectives, adverbs, prepositions and conjunctions
- Be ready to discard with confidence many outmoded writing conventions
- Use grammar to help develop the skill of writing in a simple and businesslike manner
- Be a better speller
- Know the correct use of punctuation

PROGRAMME:

Introduction and icebreaker

- What we are going to cover today

Prioritising the course objectives

- Do you have specific grammar 'issues'?
- What would you like to achieve today?

A grounding in English grammar

- Verbs, nouns and pronouns
- Adjectives and adverbs
- Prepositions and conjunctions
- Punctuation and how to use it properly, including the apostrophe

Spelling and punctuation

- Getting the most from a spell checker and avoiding the most common pitfalls
- Using a thesaurus properly
- Getting to grips with punctuation including the rights and wrongs of using full stops, commas, apostrophes, hyphens, quotation marks, question marks, exclamation marks, colons and semi colons

Writing clearly and simply

- What is readability and what are the techniques that make a document more readable?
- Sentences and how to structure them effectively
- Avoiding common pitfalls like non agreement of subject/verb, misplaced phrases and dangling participles
- Using loose and periodic sentences to maximum effect
- How to structure and use paragraphs properly
- Plain English overview and how it links with the principles covered during the day

Recap, action plan and conclusion

This Grammar for Business course concentrates on practical application rather than theory. A significant part of the day is spent doing a wide variety of activities, applying the theory within a business context.