

IN PERSON · HALF DAY

Grammar and Punctuation

No matter how good you are at what you do, documents with grammar mistakes erode your corporate and personal credibility. This fast-paced course helps you learn how to correct the mistakes you make. Take this opportunity to tune up your grammar and punctuation skills so that you can consistently produce professional documents that enhance your credibility.

Who should attend

This course is for anyone who writes regularly, proofreads or needs a grammar refresher. We suggest up to 15 participants.

You learn to

You learn how to identify and fix the most common grammar and punctuation mistakes good writers make.

What to expect

This course is interactive and practical. It provides a safe environment to learn and practice good grammar and punctuation. Relax—you are never put on the spot, and you will even have fun! Participate in group discussions and revise lots of practice sentences. You receive handy tip sheets outlining rules of punctuation and commonly mixed-up words.

How you spend your time

Grammar

Learn how to keep up with evolving grammar rules to be gender neutral, and how to manage:

- Subject-verb agreement
- Noun-pronoun agreement
- Parallel structure
- Dangling modifiers

Complete grammar exercises in the manual to practice your skills. Apply these techniques to your own writing.

Punctuation

Learn best practices for using:

- Commas
- Semicolons
- Apostrophes
- Colons
- Hyphens

Complete punctuation exercises in the manual to practice your skills. Apply these techniques to your own writing.