

Grammar Skills



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Objectives :	In this course, students will learn how to improve your business writing skills by understanding grammar rules.
Prerequisites:	No previous experience is required.
Duration:	1 day
Additional Information	Course Content can be tailored to clients specific needs

Course Contents

Lesson 1: The Importance Of Grammar	
Grammar Skills	Nouns and verbs
Lesson 2: Pronouns, Adjectives and Adverbs	
Pronouns	Adjectives and adverbs
Lesson 3: Prepositions, Conjunctions and Interjections	
Prepositions	Conjunctions
Interjections	
Lesson 4: Effective Sentences	
Sentence formation	Phrases and clauses
Sentence classifications	
Lesson 5: Agreement Rules	
Subject and verb agreement	Parallel sentence structure
Lesson 6: Improving Sentence Structure	
Sentence fragments	Run-on sentences
Active and passive voice	Split infinitives

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Lesson 7: Word Choice	
The importance of word choice	Misused words
Spelling errors	Prefixes and suffixes
Lesson 8: Punctuation and Mechanics	
Punctuation to separate clauses	Parentheses and apostrophes
Quotation marks and numbers	Capitalization rules
Lesson 9: Synonyms, Antonyms and Homonyms	
Synonyms and antonyms	Homonyms

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