



## English Grammar Workshop

**Course #:** G-100      **Duration:** 2 days

### Prerequisites

None.

### Details

Are your grammar, punctuation, and writing skills hurting your professional image? Or is English your second language, and you could benefit from a grammar review? If you communicate in writing (letters, memos, reports, emails, etc.), you will benefit from this intensive, two-day course that focuses on the critical flaws hindering today's business professionals.

Not only do we have an in-depth discussion of each grammar rule, but we show many examples AND do hands-on practice exercises designed to drill the concept into your memory. The goal is to eliminate your bad grammar habits and improve your communication skills!

### Software Needed

None

### Outline

#### English Grammar Workshop

- **Understanding Sentence Structure and Avoiding Common Errors**
  - Sentences, Clauses and Phrases
  - Types of Sentences
  - Common Errors
    - Fragments
    - Run-On Sentences
- **Nouns and Pronouns**
  - Types of Nouns and Capitalization
  - Number
  - Noun Usage
  - Personal Pronouns and Common Problems
    - Using the Correct Form
    - Clear Pronoun References
    - Agreement and Inclusive Language
  - Interrogative Pronouns and Common Problems
    - Who/Whom
  - Relative Pronouns and Common Problems
    - Who/Whom, Whoever/Whomever
    - Clear Pronoun References
  - Possessive Pronouns and Common Problems

- Compound Pronouns and Common Problems
- Indefinite Pronouns and Common Problems
- **Verbs**
  - Types of Verbs
  - Commonly Misused Verbs
  - Subject-Verb Agreement
  - Verb Tenses
  - Shifting Verb Tenses
  - Active and Passive Voice
  - Using the Subjunctive
  - Infinitives and Infinitive Phrases
  - Gerunds and Participles
  - Common Errors with Participles
- **Words That Modify**
  - Adjectives
  - Direct and Indirect Articles
  - Correct Placement of Adjectives and Adjectival Phrases and Clauses (Dangling Modifiers)
  - Degrees of Adjectives
  - Adverbs
  - Correct Placement of Adverbs
- **Connectors and Interjections**
  - Prepositions and Prepositional Phrases
  - Commonly Confused Prepositions
  - Conjunctions
  - Common Problems with Conjunctions
  - Parallel Structure
  - Conjunctive Adverbs
  - Common Problems with Conjunctive Adverbs
  - Interjections
- **Punctuation**
  - End marks
  - Commas
    - Items in a Series
    - Independent Clauses
    - With Adverbial Clauses
    - Restrictive and Nonrestrictive Clauses
    - Introductory Elements
    - Appositives and Short Phrases
    - Interrupters and Parenthetical Elements
  - Other Punctuation
  - Commonly Misused Words
- **The Building Blocks of Good Writing**
  - The Sentence—A Review of Key Concepts
  - Choosing Words for Your Audience
  - The Paragraph
  - Creating a Unified Work