

Grammar Essentials

How long has it been since you have taken a grammar class? Not since fifth grade? Well, this course is for you. Our language is dynamic and changes constantly. This workshop is designed as a review of the essential grammar rules for the business-writing world. Common business writing errors and punctuation problems will be the focus of this course.

Since this is an exercise-based course, participants will be able to immediately apply what they are learning. Our goal is to create a safe learning environment where maximum participation is achieved.

The objectives of this workshop are designed to review:

- Parts of speech and what they do
- Subject – verb agreement
- Noun – pronoun agreement
- Sentence structure (including fragments and run-ons)
- Word order (misplaced modifiers)
- Active and passive voice

