Grammar Essentials

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

You learned the rules of grammar in school, but now you'd like to refresh and refine your grammar usage for your professional life. You need to state your ideas clearly and concisely in written communications and present yourself in a professional manner. In this course, you will review the rules of grammar, identify common grammar errors, and refine your business writing style. Improving your grammar will help you deliver polished and professional written communications. Correct grammar and a refined, concise writing style can help you clearly express your ideas to others, streamline the directions and instructions that you deliver, and create impressive presentations and reports.

About This Course

You learned the rules of grammar in school, but now you'd like to refresh and refine your grammar usage for your professional life. You need to state your ideas clearly and concisely in written communications and present yourself in a professional manner. In this course, you will review the rules of grammar, identify common grammar errors, and refine your business writing style. Improving your grammar will help you deliver polished and professional written communications. Correct grammar and a refined, concise writing style can help you clearly express your ideas to others, streamline the directions and instructions that you deliver, and create impressive presentations and reports.

Who Should Attend

This course is intended for working professionals in various job roles, both native and non-native English speakers, who use formal and informal written communications in the course of business, and who seek to improve their grammar usage.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Upon successful completion of this course, students will be able to: •Examine nouns, pronouns, and verbs. •Identify adjectives and adverbs. •Identify prepositions, conjunctions, and interjections. •Identify some important rules of grammar and some commonly made grammatical errors. •Identify grammar rules regarding correct punctuation. •Identify problematic sentence fragments, run-ons, and comma splices, as well as effective methods of rewriting sentences so that they are clear and complete. •Identify methods for improving word choices. •Identify methods for building effective sentences. •Identify methods for editing text effectively.

Detailed Course Outline

1 - Identifying Nouns, Pronouns, and Verbs

- Identify Parts of Speech
- Identify Nouns
- Identify Pronouns
- Identify Verbs

2 - Identifying Adjectives and Adverbs

- Use Adjectives
- Use Adverbs

3 - Identifying Prepositions, Conjunctions, and Interjections

- Use Prepositions
- Use Conjunctions
- Use Interjections

4 - Identifying Rules

- Monitor Sentence Structure
- Monitor Modifiers
- Avoid Common Errors

5 - Identifying Correct Punctuation

- Use Parentheses Correctly
- Use Commas, Semicolons, Colons, Em Dashes, and Quotation Marks Correctly
- Use Numbers, Symbols, and Capitalization Correctly

6 - Identifying Sentence Fragments, Run-ons, and Comma Splices

- Identify and Resolve Sentence Fragments
- Identify Run-ons, Comma Splices, and Solutions

7 - Improving Word Choices

- Identify Commonly Misused Words
- Identify Synonyms, Antonyms, and Homonyms

8 - Building Effective Sentences

- Write with Purpose
- Consider the Audience
- Consider the Context

9 - Editing Effectively

- Use Correct Spelling
- Check Your Work

Frequently Asked Questions

Q: What delivery options are available for Grammar Essentials?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Grammar Essentials course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Grammar Essentials training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Grammar Essentials?

Yes, we provide corporate training, dedicated training, and closed classes for Grammar Essentials. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Grammar Essentials?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Grammar Essentials training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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