Business Grammar That Matters

Course outline

Provided by: Performance Management Consultants – PMC Training

Reference no.	119-16
Duration	1.00 day(s)	6:00 hours [1]
Website link	https://pmctraining.com/training/business-grammar-that-matters/

Produce Professional Documents with Confidence

Do you struggle to write correctly and professionally? Have you struggled with whether or not to use a comma or with how to punctuate bulleted lists? Have embarrassing errors undermined your writing?

If you answered "yes" to any of these questions, then this workshop is for you. In a lively, hands-on session, you will learn to appreciate and apply grammar rules for clear communication. You will also learn to avoid common pitfalls and edit your work for clarity and correctness.

Participants will have plenty of opportunity to practice their new skills on common business documents, and are encouraged to bring examples they are working on.

Learning outcomes

By the end of this workshop, you will be able to:

- Understand grammar fundamentals
- Apply grammar rules to produce error-free documents
- Produce professional documents
- Be confident about your English usage
- Communicate effectively

Workshop topics

Sentence Basics

- The difference between clauses and phrases
- Sentence construction
- The "bones" of the sentence versus the extras
- 4 types of sentences
- Lengthen and shorten sentences for variety

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[1] *The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.*

Punctuation Basics
- Necessary commas
- Discretionary commas
- The difference between semicolons and colons
- Canadian usage for quotation marks
- The different kinds of dashes and their uses
- Punctuate different kinds of sentences

Modifiers
- The differences between adjectives and adverbs
- Phrases and clauses that modify
- The order of modifiers
- Misplaced modifiers, dangling modifiers, and squinting modifiers

Verbs and Verbals
- Subject-verb agreement
- Proper verb tense
- Verbals: verbs that function as other parts of speech
- Active and passive voice

Pronouns
- Correct pronoun choice for the case
- Pronoun-antecedent agreement
- Possessive and relative pronouns

Lists and Parallel Structures
- Horizontal and vertical (bulleted) lists
- Parallel structures in lists
- Parallel structures in sentences and ideas

Editing Your Own Work
- Common traps
- Tips for editing your own work

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

All those who would like to improve their English communication skills.