

## Writing and Grammar Skills Training (1 Day)

This Writing and Grammar Skills Training class is for business professionals who may be intimidated by writing because they are unsure of their grammar, punctuation, and spelling skills as well as overall basic writing skills. This class is designed to take the mystery out of writing and help business people apply proper writing styles to their written business communication.

### Course Topics

1. Understand the importance of proper writing and grammar.
2. Recognize and use correct grammar and punctuation.
3. Avoid common grammatical and word usage errors.
4. Understand which words should be capitalized.
5. Use the appropriate person and tense.
6. Structure sentences correctly.
7. Use the words you intend.
8. Use the correct style and tone for your intended audience.
9. Avoid biased language.
10. Create documents that are free of spelling and grammatical errors.

### Course Outline

1. **Why Proper Writing and Correct Grammar Are Essential for Successful Business Writing**
  - A. Exercise: Why Proper Writing and Correct Grammar Are Essential for Successful Business Writing
2. **Basic Grammar Rules**
  - . Parts of Speech
    - I. Nouns
      - II. Pronouns
      - III. Verbs
      - IV. Adjectives
      - V. Adverbs
      - VI. Prepositions
      - VII. Conjunctions

VIII. Interjections

- A. Exercise: Parts of Speech
- B. Subject-verb Agreement
- C. Exercise: Subject-verb Agreement
- D. Parallel Construction
- E. Exercise: Parallel Construction
- F. Complete versus Run-on Sentences
- G. Exercise: Complete versus Run-on Sentences
- H. Hypercorrection
  - . Common Hypercorrections
    - I. When It Is Okay to Use "Me"
    - II. When It Is Okay to Use "Myself"
    - I. Exercise: Hypercorrection

**3. Punctuation**

- . Periods
  - A. Exercise: Periods
  - B. Commas
  - C. Exercise: Commas
  - D. Colons and Semicolons
  - E. Exercise: Colons and Semicolons
  - F. Apostrophes, Single Quotation Marks, and Double Quotation Marks
  - G. Exercise: Apostrophes, Single Quotation Marks, and Double Quotation Marks
  - H. Question Marks and Exclamation Points
  - I. Exercise: Question Marks and Exclamation Points
  - J. Dashes and Hyphens
  - K. Exercise: Dashes and Hyphens
  - L. Parenthetical Elements
- . Parentheses
  - I. Brackets
  - M. Exercise: Parenthetical Elements

#### **4. Word Usage**

- . Assessing Tone and Jargon in Your Writing
  - . What Is the Appropriate Tone for the Document: Formal or Informal?
    - I. How Familiar Is Your Audience with the Language (Jargon) of the industry?
    - II. Does Your Audience Need to Be Persuaded, or Is It Already on Board with the Topic?
    - III. What Do You Want the Audience to Do after Reading the Document?
      - A. Exercise: Assessing Tone and Jargon
      - B. Look It Up: Using a Dictionary for Proper Spelling and Usage
      - C. Exercise: Using a Dictionary for Proper Spelling and Usage
      - D. Commonly Confused Words
      - E. Exercise: Commonly Confused Words

#### **5. Capitalization**

- . Words That Are Always Capitalized
  - A. Exercise: Words That Are Always Capitalized
  - B. Words That Are Never Capitalized
  - C. Exercise: Words That Are Never Capitalized
  - D. Headings and Titles
  - E. Exercise: Headings and Titles

#### **6. Choosing the Correct "Person" and "Tense"**

- . Three Types of "Persons"
  - A. When to Write in the First Person
  - B. Exercise: When to Write in the First Person
  - C. When to Write in the Second Person
  - D. Exercise: When to Write in the Second Person
  - E. When to Write in the Third Person
  - F. Exercise: When to Write in the Third Person
  - G. Using Correct Tenses in Business Writing
    - . How to Use the Past Tense in Business Writing
      - H. Exercise: How to Use the Past Tense in Business Writing
    - I. How to Use the Present Tense in Business Writing
    - J. Exercise: How to Use the Present Tense in Business Writing
    - K. How to Use the Future Tense in Business Writing

## **7. Sentence Structure**

- . Simple Sentences
  - A. Exercise: Simple Sentences
  - B. Compound Sentences
  - C. Exercise: Compound Sentences
  - D. Complex Sentences
  - E. Exercise: Complex Sentences
  - F. Compound-Complex Sentences
  - G. Exercise: Compound-Complex Sentences

## **8. Proofreading Your Work**

- . Ensuring Your Writing Is Error Free
  - A. Reviewing and Proofreading
  - B. Exercise: Ensuring Your Writing Is Error Free
  - C. Ensuring Consistency in Your Writing
  - D. Exercise: Ensuring Consistency in Your Writing
  - E. Exercise: Proofreading a Document
  - F. Using Spell Checkers
  - G. Exercise: Using Spell Checkers
  - H. Using Grammar Checkers
  - I. Exercise: Using Grammar Checkers

## **9. Writing Styles and Tone**

- . Formal Business Writing
  - A. Exercise: Formal Business Writing
  - B. Informal Business Writing
  - C. Exercise: Informal Business Writing
  - D. Diction
  - E. Exercise: Diction

## **10. Writing Clearly and Concisely**

- . All-inclusive Language
  - . Salutations in Letters
    - I. Pronouns
    - II. Names and Titles
    - III. Gender-free Language

- A. Including Everyone for the Sake of Gaining Buy-in
- B. Exercise: All-inclusive Language
- C. Getting to the Heart of the Message
- D. Exercise: Getting to the Heart of the Message
- E. Omitting Unnecessary Words
- F. Exercise: Omitting Unnecessary Words
- G. Jargon
- H. Exercise: Avoiding Meaningless Phrases
- I. Using Paragraphs Correctly
  - . Expository Paragraph
    - I. Persuasive Paragraph
    - II. Descriptive Paragraph
    - III. Narrative Paragraph
    - IV. Paragraph Length
  - J. Exercise: Using Paragraphs Correctly

### **Class Materials**

Each student in our Live Online and our Onsite classes receives a comprehensive set of materials, including course notes and all the class examples.