

Good Grief, Good Grammar and Basic Grammar

Participants in this 16- or 24-hour writing training workshop will review the parts of speech, major and minor sentence elements, and sentence patterns. They will learn to identify and correct the most common grammar errors.

Key Objectives

- Review the parts of speech
- Identify major and minor sentence elements and basic sentence structure
- Identify and correct the most common grammatical errors in business and technical writing

Key Topics

- Dangling verbals
- Sentence fragments
- Parallelism errors
- Pronoun agreement errors
- Subject-verb agreement errors
- Tense, mood, and voice choices
- Punctuation errors
- Misused words
- Spelling errors
- Capitalization errors
- Misplaced modifiers
- Unclear references

Who Should Attend

GOOD GRIEF, GOOD GRAMMAR is designed for those employees—senior executives to clerical staff—who want to update their knowledge of grammatical structure and current usages and focus on “the finer points” of grammar, clarity, and style.

BASIC GRAMMAR is designed for those who need a more extensive foundation in the basics of English grammar than that offered in Good Grief, Good Grammar. The course is ideal for second-language speakers or anyone who has “missed the basics.”

Materials/Texts

Participants will receive two books written by Dianna Booher, *Good Grief, Good Grammar* (Facts on File) and *Booher's Rules of Business Grammar: 101 Fast and Easy Ways to Correct the Most Common Errors* (McGraw-Hill). Consultant-provided handouts and the participants' own writing samples will serve as class exercises. Job-aid cards are also included.

Class Size

Up to 20 participants