

Business Grammar and Punctuation

This half-day course is designed to improve or refresh your knowledge and application of English grammar and punctuation in written business documents.

We cover some of the fundamentals as well as common problems that can undermine your written communication.

This is an interactive workshop using practical exercises, discussions and case studies.

Who should attend?

Anyone who wants to improve or refresh their business writing grammar skills

Program Content

- pre- and post-program assessment
- sentence analysis – identify the key components
- recognise and correct errors of arrangement in sentences
- recognise and correct errors of agreement
- identify and correct some more common problems in the use of pronouns
- use punctuation marks and capital letters correctly and according to conventions
- distinguish between commonly confused words
- use troublesome words correctly

Outcomes

You will learn how to:

- understand and apply some of the fundamentals of grammar
- construct and analyse sentences effectively
- recognise and correct common problems of grammar
- use punctuation marks and capital letters correctly
- distinguish between commonly confused words
- use troublesome words correctly
- apply your organisation's writing style conventions