

# GRAMMAR SKILLS

Course Code: 821209

Improve on your skills to write effective sentences by identifying sentence elements, correctly using phrases and clauses, and understanding sentence classifications.

This course covers common topics in intermediate grammar, such as perfect verb tenses and adjective clauses. It will also cover "tricky English" grammar topics that learners of English often find frustrating. Improve on your skills to write effective sentences by identifying sentence elements, correctly using phrases and clauses, and understanding sentence classifications. This interactive Grammar Skills class is filled with interactive exercises that will allow you to explore the intricacies of grammar skills.

## What You'll Learn

- The importance of grammar
- How to Form Effective Sentences, Use Phrases and Clauses and Classify Sentences
- Identify Sentence Fragments, Correct Run-On Sentences and Use Active Voice
- Apply Word Choice Rules, Find Spelling Errors and Attach Prefixes and Suffixes
- Use Punctuation and Apply Mechanics
- Use Synonyms, Antonyms and Homonyms

## Who Needs to Attend

Business professionals who want to improve their grammar skills and increase their confidence with all types of business writing.

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VIRTUAL CLASSROOM LIVE

\$595 USD

1 Day

## Virtual Classroom Live Outline

### **Unit 1: The importance of grammar**

- Topic A: Grammar skills
- Topic B: Nouns and verbs

### **Unit 2: Pronouns, adjectives, and adverbs**

- Topic A: Pronouns
- Topic B: Adjectives and adverbs

### **Unit 3: Prepositions, conjunctions, and interjections**

- Topic A: Prepositions
- Topic B: Conjunctions
- Topic C: Interjections

### **Unit 4: Effective sentences**

- Topic A: Sentence formation
- Topic B: Phrases and clauses
- Topic C: Sentence classifications

### **Unit 5: Agreement rules**

- Topic A: Subject and verb agreement
- Topic B: Parallel sentence structure

### **Unit 6: Improving sentence structure**

- Topic A: Sentence fragments
- Topic B: Run-on sentences
- Topic C: Active and passive voice
- Topic D: Split infinitives



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PRIVATE GROUP TRAINING

1 Day

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