

Simply a Better Way to Learn!

B U S I N E S S S K I L L S



Grammar Essentials for Business Writing

Course Introduction

The Grammar Essentials for Business Writing course provides students with a comprehensive review of grammar. This knowledge is necessary for an effective and professional image in the workplace. Poor grammar skills create a poor impression, and can result in lost opportunities in employment and in business. The course focuses on grammar, word usage, and punctuation, with an emphasis on common grammatical errors. This course is based on a Canadian perspective.

Students are given the opportunity to practice, apply, and develop grammar skills through the completion of tasks and exercises found in each lesson.

Course Prerequisite(s)

None

Course Aim

To provide the knowledge and the skills necessary for the correct use of grammar.

Of Interest to

Those interested in developing or improving their knowledge of grammar and their ability to communicate effectively – generally and in a business environment.

Course Breakdown

Lesson 1:

Introduction; Types of Sentences and Obscure Subjects

Lesson 2:

Nouns; Pronouns

Lesson 3:

Verbs; Principal Parts of Verbs; Verb Tenses; Agreement between Subject and Verb; Voice and Mood

Lesson 4:

Single-word and Word-group Modifiers; Adjectives; Adverbs; Considerations in the Use of Modifiers

Lesson 5:

Prepositions and Prepositional Phrases; Participles and Participial Phrases; Gerunds and Gerund Phrases; Infinitives and Infinitive Phrases

Lesson 6:

Conjunctions; Clausal Structure of Sentences; Sentence Structure Errors

Lesson 7:

Punctuation; Spelling; Gender Bias and Slang; Using Indirect Speech and Providing Definitions

Lab Exercise

Course Notes

Course manual provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.



BWE06E1 12/06