

Simply a Better Way to Learn!



S K I L L S U P G R A D I N G

Punctuation and Writing Skills

Course Introduction

This course will assist students in learning the fundamentals of punctuation and writing. Students will learn punctuation rules, commonly misspelled and confusing words, English grammar, and elements of effective writing style.

This course consists of five lessons, a lab, and a final exam. As the student works through the lessons in this course, they are given ample opportunity to practice, apply, and develop their writing skills. There is a practice exercise at the end of each lesson designed to reinforce the concepts.

Course Prerequisite(s)

None

Course Aim

To provide the student with the knowledge and practice needed in order to develop effective written communication skills.

Of Interest to

Those who wish to improve their written communication skills, learn the fundamentals of clear and correct writing, and practice English syntax.

Course Breakdown

Lesson 1:

Nouns and Pronouns; Verbs; Other Parts of Speech; Parts of a Sentence, Sentence Functions and Common Errors

Lesson 2:

Capitalization; End Marks; Commas and Apostrophes; Semicolons and Colons; Quotation Marks; Parentheses and Brackets; Hyphens and Dashes

Lesson 3:

Root Words, Prefixes, and Suffixes; Spelling Rules and Common Problem Words; Context Clues

Lesson 4:

Synonyms and Homonyms; Acronyms and Abbreviations; Idioms; Positive, Comparative, and Superlative Forms of Adjectives; Descriptive Word Choices; Words and Phrases to Avoid

Lesson 5:

Unity and Order; Transitional Terms; Slant and Levels of Language; Types of Sentences; Good Habits for Writers

Lab

Course Notes

Course manual provided for ongoing reference. There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.



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