

# Grammar Essentials

## What do I need?

A Desire to write effective, grammatically correct documents.

## How long is the course? 1 Day

## Who should attend?

This course is designed for individuals who wish to improve their grammar usage for written communications.

### Identifying nouns, pronouns and verbs

Types and uses of nouns types and uses of pronouns

Types and uses of verb and verb tenses

### Identifying adjectives and adverbs

Descriptive and limiting adjectives

Using adverbs to modify

### Identifying prepositions, conjunctions and interjections

Types of repositions

Using conjunctions

Interjections and formal writing

### Identifying rules

Monitor sentences and the structure

Monitor modifiers

Avoid common errors

### Identifying correct punctuations

Using parentheses correctly

The correct use of commas, semicolons and inverted commas

Use numbers, symbols and capitalisation correctly

### Identifying sentence fragments, run-ons and comma splices

Troubleshoot sentence fragments

Troubleshoot run-ons and comma splices

### Improving word choices

Identify commonly misused words

Identify synonyms, antonyms and homonyms

### Building effective sentences Identify your goal and achieve it

Consider your audience

Consider the context

### Editing effectively

Use the correct spelling

Know what to look for Achieve clarity

### Avoid hypercorrections

Hypercorrections Achieve simplicity