



## Grammar and punctuation course

Good grammar and punctuation is fundamental if you want people to take your team seriously. Yet everyone from newly graduated trainees to senior managers can find themselves worrying about the basics that they may never have been taught in school.

This knowledge gap can leave many people continually stuck on common questions. Should you write 'the company is' or the 'company are'? What's the difference between 'which' and 'that'? How exactly do you use a semicolon? Is it 'their report' or 'there report'? Can you start a sentence with 'but'?

This course will help clear up this kind of confusion among your team, and build their confidence in everything they write. After getting a clear sense of the basics of grammar, they may even begin to find the nuts and bolts of the English language fascinating.

### Tailored to your team

Your course will be unique to your organisation: we'll take samples of what your team write before the course, to make sure they can see exactly how to apply everything they learn.

## Who is it for?

This course is for anyone who has ever seen a green wiggly line on their computer screen and doesn't know why. Or once knew but has forgotten.

## What does the programme include?

A face-to-face one-day training course is standard. However, we can adapt the course for shorter or longer sessions as required.

Your team will also have complete access to weekly online lessons as part of our follow-up programme, Emphasis 360. This will allow your team to recap the techniques they covered in the course – and learn new ones.

## Numbers, pricing and venue

We can train four people up to an entire organisation. (Please ask about our open courses if you only need to train one to three people.)

The cost of the course varies depending on how many people you're looking to train. If you'd like to find out prices for your group size, call us on +44 (0)1273 732 888 or email [info@writing-skills.com](mailto:info@writing-skills.com).

Our trainers are based in the UK, but we train globally. Wherever you are in the world, we'll run our course on your premises. (We can also train remotely via WebEx.)

All our courses come with a 30-day money back guarantee. If you're not completely satisfied, let us know within 30 days of your first face-to-face course and we'll give you a full refund.

## Learning objectives

### On the Grammar and punctuation course your team will learn how to:

- clear up common confusion
- use punctuation correctly
- use the right style for different documents
- explain some useful grammar terms
- avoid obeying common grammar and punctuation myths
- challenge entrenched opinions
- write more confidently and clearly.

## Course programme

### Grammar and punctuation course

- 9.30 Introduction
- Welcome
  - Course overview
  - Grammar
    - Some grammar terms
    - Problems with matching
- 10.45 Coffee
- Which word to use?
  - Dispelling myths
  - Confusing words
- 1.00 Lunch
- Punctuation
    - Punctuation guide
    - Reporting what others say
- 3.30 Tea
- Punctuating bullet point lists
  - Punctuating to make a difference
- Summary
- 5.30 Close

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