



BUSINESS GRAMMAR AND PUNCTUATION

Duration

3½ hours (½ day)

Benefits

Business Grammar and Punctuation is designed to improve or refresh your knowledge and application of English grammar and punctuation in written business documents. Our course will provide you with

- Greater writing confidence
- Skill to produce a more professional, reader-friendly written communication (a report, proposal or email)

Program Content

- Pre- and post-program assessment
- Sentence analysis – identify the key components
- Recognise and correct errors of arrangement in sentences
- Recognise and correct errors of agreement
- Identify and correct more common problems in the use of pronouns
- Use punctuation marks and capital letters correctly and according to conventions
- Distinguish between commonly confused words
- Use troublesome words correctly

Outcome

- Understand and apply some of the fundamentals of English grammar
- Construct and analyse sentences effectively
- Recognise and correct common problems of grammar
- Use punctuation marks and capital letters correctly
- Apply your organisation's writing style conventions.