FREEDOMFOCUSED
THE CENTER FOR SELF-ACTION LEADERSHIP

"Like it or not, you will be judged professionally for how you use (or misuse) language."

– Dr. Jordan R. Jensen

Ideal For:
- Entry-mid career professionals
- First-line supervisors
- Technical staff & leads
- Customer service & business services personnel
- Administrators
- Technicians

Course Outcomes & Deliverables:
- Understand the elements of grammar that are essential to master and which ones are merely nice to know
- Bolster your confidence by sharpening your language precision
- Improve your proofreading skills to avoid errors that undermine your credibility

Grammar Made Fun for Professionals:
The Fundamentals of English Grammar & Proofreading

Course Description and Outline:

Grammar doesn't have to be a stilted and boring subject. This course provides a refresher on the key points of English grammar and usage. It also empowers business professionals with enhanced editing and proofreading skills. To create an engaging learning atmosphere, seminar attendees will also play interactive games to reinforce these skills.

The Building Blocks of the English Language
- The 8 parts of speech
- Sentence structure including avoiding run-ons and fragments

Grammar and Usage
- Subject/verb agreement
- Antecedent/pronoun agreement and pronoun usage
- Who/whom and other frequently misused word pairs
- Numbers ~ when to spell and when to write out
- Tense (past, present, future)
- Punctuation Marks
- Spelling rules and how to catch common spelling errors
- Active vs. passive voice
- Action vs. smothered verbs

Proofreading for Perfection
- Understand the difference between "reading" and "proofreading"
- Learn the seven different ways to review a document
- Why proofreading marks are becoming obsolete

Games Used to Reinforce Material
- Cross-word puzzle; word find; jeopardy; course quiz

Contact us today to Educate, Engage, and Inspire your Organization

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