



Grammar & Business Writing Skills

Course ISI-1443 2 Days Instructor-led Hands on

Introduction

This course is appropriate for professionals who seek to improve their grammar usage for written communications: You will identify the elements of correct grammar for use in professional writing.

In this course, you will review the rules of grammar, identify common grammar errors, and refine your business writing style.

We all know what good writing is. It's the novel we can't put down, the poem we never forgot, and the speech that changed the way we look at the world. Good writing is the memo that gets action, the letter that says what a phone call can't.

In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. Topics covered include business letters, reports, memos and e-mails.

At Course Completion

Upon successful completion of this course, students will be able to:

- Examine nouns, pronouns, and verbs.
- Identify adjectives and adverbs.
- Identify prepositions, conjunctions, and interjections.
- Identify some important rules of grammar and some commonly made grammatical errors.
- Identify grammar rules regarding correct punctuation.
- Identify problematic sentence fragments, run-ons, and comma splices, as well as effective methods of rewriting sentences so that they are clear and complete.
- Identify methods for improving word choices.
- Identify methods for building effective sentences.
- Identify methods for editing text effectively.
- Identify methods for avoiding some common errors made by overzealous writers who create hypercorrections in their own work.
- Use the five C's of writing
- Ensure their writing meets basic grammatical standards, including word agreement, sentence construction, proper spelling, and punctuation
- Differentiate between the active and passive voice
- Write business letters, reports, memos, and e-mails

Prerequisites

None. This course is appropriate for professionals who seek to improve their

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grammar usage and writing skills for written communications.

Course Outline

Module 1: Identifying Nouns, Pronouns, and Verbs

- Identify Parts of Speech
- Identify Nouns
- Identify Pronouns
- Identify Verbs

Module 2: Identifying Adjectives and Adverbs

- Use Adjectives
- Use Adverbs

Module 3: Identifying Prepositions, Conjunctions, and Interjections

- Use Prepositions
- Use Conjunctions
- Use Interjections

Module 4: Identifying Rules

- Monitor Sentence Structure
- Monitor Modifiers
- Avoid Common Errors

Module 5: Identifying Correct Punctuation

- Use Parentheses Correctly
- Use Commas, Semicolons, Colons, Em Dashes and Quotation Marks Correctly
- Use Numbers, Symbols, and Capitalization Correctly

Module 6: Identifying Sentence Fragments, Run-ons, and Comma Splices

- Identify and Resolve Sentence Fragments
- Identify and Resolve Run-ons and Comma Splices

Module 7: Improving Word Choices

- Identify Commonly Misused Words
- Identify Synonyms, Antonyms, and Homonyms

Module 8: Writing Effectively

- Write with Purpose
- Consider the Audience
- Consider the Context

Module 9: Editing Effectively

- Use Correct Spelling
- Check Your Work
- Commonly Misspelled Words

Module 10: Avoiding Hypercorrections

- Avoid Hypercorrections

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- Achieve Simplicity

Module 11: Why Write?

Many people feel that writing is a burden or something they should be able to delegate. This session will help participants identify the value of writing.

Module 12: The Four C's

You will discuss four of the C's of writing with participants: clear, concise, complete, and correct. Participants will practice each C through writing exercises.

Module 13: Word Agreement

During this session, participants will explore word agreement through a brief lecturette and a writing exercise.

Module 14: Active and Passive Voice

Most people prefer to read writing that is in the active voice. We will discuss and practice both voices during this session.

Module 15: Sentences and Sentence Types

This session will discuss the structure of sentences and paragraphs. Then, participants will apply this knowledge to a writing exercise.

Module 16: Readability Index

The Gunning Fog Index, also called the readability index, determines the difficulty level of a written piece. Participants will apply the index to a sample and to their own work.

Module 17: The Fifth C

Courtesy is an important principle of good business writing. During this session, participants will examine and rank several business letters, helping them explore their own style and preference.

Module 18: Practical Language

It is important to use words that best reflect what you are trying to say. In this session, we will examine some common dilemmas (such as fewer vs. less) and suggested solutions.

Module 19: Inclusive Language

Another key part of writing is political correctness. Participants will have an opportunity to re-write some exclusive terms to make them inclusive.

Module 20: Sentence Construction

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The two basic rules for constructing sentences are: use construction that makes meaning clear and keep construction parallel. Participants will re-write sentences that don't follow these rules.

Module 21: Punctuation

During this session, participants will work in teams to develop a series of test questions for other teams. We have included some key points that you can use to debrief the test.

Module 22: Writing Business Letters

This session begins with three lecturettes on the steps for writing a business letter, types of letters, and the parts of a business letter. Participants will then examine samples of business letters to determine the type and the parts of the letter.