



Write It Well

Business writing that gets results.

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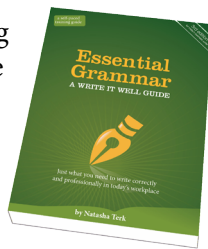
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Essential Grammar Facilitator Kit

How does it work?

Your trainer, manager, or facilitator delivers a live training program with the *Essential Grammar* workbook (shown on the left) and its separate leader's guide (shown on the right, and below).

The leader's guide includes color coding and text icons to lead you through the training. The guide carries you through the workbook's content and exercises and provides a script to lead discussions.



What's included?

The costs cover *Essential Grammar* workbooks for each program participant, the leader's guide, companion PowerPoint slides, and shipping.

Can I customize the training?

Every organization, every department, and every person is different. You can customize the program to address the particular needs of your audience.

You can also add your company's logo and adapt the slides with your own text.

Write It Well is a training, consulting, and publishing firm that helps busy professionals improve all aspects of their business writing. We can customize all our training programs for on-site, online, or e-learning delivery.

Have more questions? We'll be happy to send you a copy of the *Essential Grammar* workbook. For more information, call us at (510) 655-6477 or send an e-mail to natashaterk@writeitwell.com.

What are the learning objectives?

Essential Grammar explains the parts of speech, sentence elements, punctuation, and commonly confused words. Readers learn how to project a credible image through business writing in correct US English.



Who can lead the program?

You don't need to be an expert in communications skills to lead the program. The kit provides all the content and activities you'll need to conduct an *Essential Grammar*-based training.

What are the delivery options?

The setting can be a classroom, a small study group, or individual coaching. You choose the delivery option best suited to your organization's needs, and the leader's guide will carry you through your successful training program.



Sample pages from the leader's guide. [Click here](#) for an extended excerpt!