

## **Essential Grammar: A One- or Two-Day Workshop**

Write It Well designed this training course for all businesspeople who need to project a careful, credible, professional image through the writing they do for work. Participants use *Essential Grammar: A Write It Well Guide* as the course workbook.

Write It Well can customize this workshop for your organization's particular needs, or you can use our facilitator kit to lead the workshop yourself. The kit includes a set of PowerPoint slides that's ready for you to customize as well as a facilitator's guide with a script you can use to lead your own training.

### **Program Objectives**

Workshop participants learn to use standard US English by mastering these skills:

- Understanding the parts of speech and parts of the sentence
- Using pronouns clearly and correctly
- Using verbs correctly in sentences and lists
- Using a variety of punctuation marks correctly every time
- Understanding commonly confused words and proofreading strategies



### **Sample Agenda**

This one- or two-day course includes the following topics:

- The Parts of Speech and Parts of the Sentence
- Pronouns
- Verbs
- Commas: The Most Commonly Misused Punctuation Mark
- Apostrophes, Semicolons, Colons, Dashes and Parentheses, and Hyphens
- Commonly Confused Words



**Write It Well® has trained professionals  
to write effectively for more than 25 years.**

Write It Well, formerly Advanced Communication Designs, Inc., is a certified woman-owned business (WBE). Since 1980, we have helped people communicate more clearly and work together more effectively. We provide practical, relevant information and strategies that businesspeople can use immediately to improve their writing skills. Visit [www.writeitwell.com](http://www.writeitwell.com) or send an e-mail to [natashaterk@writeitwell.com](mailto:natashaterk@writeitwell.com) for more information.