

# Grammar and punctuation course



Course for companies

In person

**Who is it for?**

Any team who value accuracy and need a refresher on what those red wiggly lines on their screens signify.

**Delivery**

We deliver this course in person.

**Participant numbers**

Four people up to your whole organisation. We train in groups of no more than ten to make sure everyone gets individual attention.

**Course length**

Flexible – typically one day. We can adapt the course for longer or shorter sessions as required.

**Pricing**

The cost of the course varies depending on numbers. Please get in touch to talk about your group:

**+44 (0)1273 732 888****[info@writing-skills.com](mailto:info@writing-skills.com)**

25 years



of better writing

## Good grammar and punctuation is fundamental if you want people to take your team seriously.

Yet everyone from newly graduated trainees to senior managers can find themselves unsure about the basics that they may never have been taught in school.

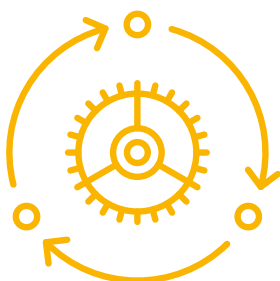
This knowledge gap can leave many people continually stuck on common questions. Should you write 'the company is' or the 'company are'? How exactly do you use a semicolon – or an apostrophe? Can you start a sentence with 'but'?

This course will help clear up this kind of confusion and build your team's confidence in everything they write. After getting a clear sense of the basics of grammar and punctuation, they may even begin to find the nuts and bolts of the English language fascinating.

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## Tailored to your team

Your course will be unique to your organisation: we'll take samples of what your team write before the course, to make sure they can see exactly how to apply everything they learn.





‘We chose Emphasis because they really “got it” – they really understood exactly what we needed and what our issues were.’

Mary Jean Pritchard,  
The King’s Fund

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## Venue

Our trainers are based in the UK, the US and Europe, but we train globally. Wherever you are in the world, we can come to you to run the course. We can also train remotely.

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## Why it works

- ✔ Pre-course writing analysis identifies the areas each learner needs to work on.
  - ✔ Small-group training ensures each delegate gets individual attention.
  - ✔ Targeted exercises and discussion keep learners engaged and mean they immediately practise applying the techniques.
  - ✔ One-to-one coaching shows delegates where to focus and how to quickly put the right techniques into practice to create rapid improvements.
  - ✔ Each delegate receives one year’s access to our business-writing helpdesk to support them as they take what they’ve learned into their roles.
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## Learning objectives

On this course, your team will learn how to:

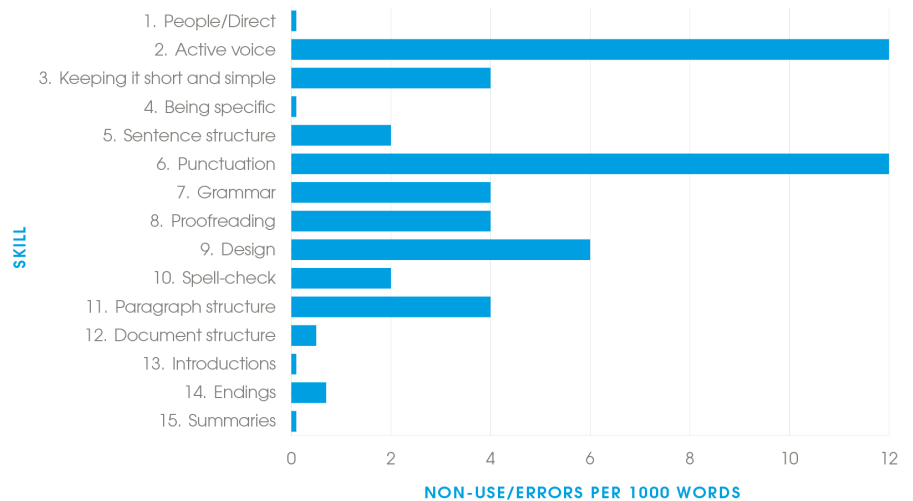
- ✔ clear up common confusion
- ✔ use punctuation correctly
- ✔ use the right style for different documents
- ✔ explain some useful grammar terms
- ✔ avoid obeying common grammar and punctuation myths
- ✔ challenge entrenched opinions
- ✔ write more confidently and clearly.



## Individual analysis and coaching

Every delegate will have their own unique combination of strengths, weaknesses and blindspots when it comes to their writing. That's why our unique individual writing analysis is such a pivotal part of all our training. It's the final puzzle piece that turns useful techniques into relevant practices that can change how well each person communicates in writing.

Before the live training, we'll request a sample of writing from each participant. The expert trainer will analyse each person's sample and we'll produce a graph of their results.



Gap analysis: every participant receives targeted feedback

During the course, each participant will have a one-on-one with their trainer, who'll talk them through their results and answer any questions. The trainer will explain the areas they should focus on and exactly how to put their new skills into practice to make rapid improvements.

## A blended approach for lasting learning



Your team will learn a lot on this intensive course. But changing writing habits takes time and practice. So you have the option of combining this training with other elements for even better results and lasting change.

You could choose to run a **coaching clinic**: a follow-up day of individual coaching sessions that can identify and target any ongoing problem areas. Or you can complement the training with **targeted seminars**, bespoke webinars or online learning.

**Contact us to discuss the best blended programme for your team.**

Trusted by over 1,000 organisations worldwide, including:



Example programme

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9.30	<b>Introduction</b> <ul style="list-style-type: none"><li>Welcome</li><li>Course overview</li></ul> <b>Practical grammar</b> <ul style="list-style-type: none"><li>Key grammar terms</li><li>Fixing problems with matching</li></ul>
10.45	<b>Break</b>
	<b>Which word to use?</b> <b>Dispelling myths</b> <b>Confusing words</b>
1.00	<b>Lunch</b>
	<b>Perfect punctuation</b> <ul style="list-style-type: none"><li>Punctuation guide</li><li>Reporting what others say</li></ul>
3.45	<b>Break</b>
	<b>Punctuating bullet points</b> <b>Punctuating to make a difference</b>
5.15-5.30	<b>Summary and close</b>

Build your programme: optional follow-up

## Comprehensive e-learning

A year's access to our e-learning programme *The complete business writer*, to build on and reinforce the learning.

## Coaching clinics

Individual one-to-ones based on a second writing analysis, giving delegates the chance to target ongoing problem areas with the expert trainer.

Get in touch to discuss your writing course today

Call: +44 (0)1273 732 888  
Email: [info@writing-skills.com](mailto:info@writing-skills.com)