



Essential grammar and punctuation

Our courses

Should you write 'the company is' or 'the company are'? What's the difference between 'which' and 'that'? How exactly do you use a semi-colon? When do you need a hyphen? Can you start a sentence with 'but'?

If you've ever asked yourself any of these questions, an Emphasis grammar and punctuation course will sort you out.

Giving you answers

A huge number of people worry about their grammar and punctuation. Training will boost your confidence, clear up any confusion and help you get to grips with a subject you may well have missed at school.

Our punctuation and grammar training specialists recognise that you've probably forgotten most of what you learnt. But after getting a clear sense of the basics of grammar for writing, you might even begin to find the nitty-gritty of our language fascinating.



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Who is it for?

This course is for anyone who has ever seen a green wiggly line on their computer screen and doesn't know why. Or once knew but has forgotten. If you have any simmering grammar or punctuation questions, this is for you.

How long is it?

One-day or half-day workshop. Individual coaching sessions also available.

Why it works

- Small group training ensures you get a chance to get to the bottom of your own particular grammar bugbear.
- Targeted exercises focus on the most common problem areas.
- A knowledgeable trainer can field all your questions and help you research any complex queries.
- Clear written explanations and examples provide an ongoing reference manual.

What you'll learn

This punctuation and grammar course will:

- clear up common problem areas
- show you how to use punctuation correctly
- ensure you are using the right style for different documents
- explain some useful grammar terms
- tell you the truth about common punctuation and grammar myths
- demystify entrenched opinions
- help you write more confidently and clearly.



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Course programme

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10.00 Start

- Introduction
 - Welcome
 - Course overview
- Grammar
 - Some grammar terms
 - Problems with matching

10.45 Coffee

- Which word to use?
- Dispelling myths
- Confusing words

1.00 Lunch

- Punctuation
 - Punctuation guide
 - Reporting what others say

3.30 Tea

- Punctuating bullet point lists
- Punctuating to make a difference

Summary

5.30 Close

Master grammar basics: learn how to clear up common problem areas and increase your confidence.