



## Grammar and punctuation course

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 worrying 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'? What's the difference between 'which' and 'that'? How exactly do you use a semicolon? Can you start a sentence with 'but'?

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

### 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.

## 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.

## What does the programme include?

A face-to-face one-day training course is standard. However, we can adapt the course for shorter or longer sessions as required.

We'll also analyse a sample of each delegate's writing before the course and produce a graph of the results, showing both strengths and areas that need work. The trainer will talk through the results with delegates individually during the course, giving them targeted feedback that means they can focus on their problem areas and make rapid improvements.

## Numbers, pricing and venue

We can train any number, including an entire organisation. (Please ask about our open courses if you only need to train one or two people.)

We train in small groups of no more than ten, to make sure everyone gets the individual attention they need.

Our trainers are based in the UK, but we train globally. Wherever you are in the world, we can run the course on your premises. (We can also train remotely.)

The cost of the course varies depending on how many people you're looking to train.

If you'd like to find out prices for your group size, call us on +44 (0)1273 732 888 or email [info@writing-skills.com](mailto:info@writing-skills.com).

All our courses come with a 30-day money-back guarantee. If you're not completely satisfied, let us know within 30 days of your first face-to-face course and we'll give you a full refund.

## 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.

## Reinforce the learning

Your team will learn a lot on this intensive course. But changing writing habits takes time and continued practice. So you have the option to enrol your team in our online programme, Emphasis 360. Through short weekly lessons, your team will be able to reinforce and build on everything they learned on the course.

You could also choose to run a coaching clinic: a follow-up day of individual coaching sessions based on a second writing analysis from each delegate. These one-to-ones give the trainer and delegates a chance to identify and target any ongoing problem areas.

Contact us to discuss building the programme that's best for your team.

## Course programme

### Grammar and punctuation course

- 9.30 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

Learn the nuts and bolts of language and gain confidence in everything you write