

# Grammar and punctuation course



Course for companies

Live online



#### 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 live online.

#### 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 intensive half-day session. Can also include analysis and an extra half-day of coaching and feedback.

#### 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



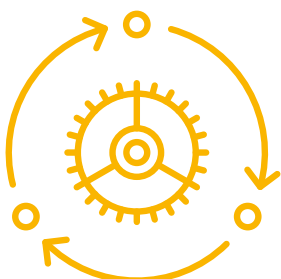
of better writing

## 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.



### 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.



'Seamless use of technology. Some of the best interaction I have experienced on an online course.'

Harry Folkes,  
Talbot Underwriting Services

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## Bespoke virtual training that works

Online training is the natural choice in a world where remote working is more widespread than ever.

We've been running remote-learning programmes for over ten years, continually refining our approach in that time. So we've learned how to design online sessions that ensure delegates can learn as effectively as possible.

Group sizes are kept small to guarantee each delegate gets the individual attention they need. And they'll never find themselves sitting passively through a lecture. Live polling, breakout rooms and activities, shared whiteboards and other tools ensure participants have a highly engaging and collaborative experience.

Your team will be able to attend from anywhere. All they each need is a computer, a headset and stable internet access.

And after the training, delegates will have a year's access to our business-writing helpdesk.

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## Learning objectives

On this course, your team will learn how to:

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



## What does the programme include?

This course typically runs as an intensive half-day session, covering the fundamentals of grammar and punctuation.

You can also include our unique individual writing analysis, designed to focus on your team's current grammar and punctuation skills. Here, we will 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.

With this approach, your team will also have an additional half-day of one-to-one coaching sessions. The trainer will talk through the analysis results with delegates individually, giving them targeted feedback that means they can focus on their problem areas and 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 e-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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9.30-12.30

**Introduction and course overview**

**Practical grammar**

- 🕒 Key grammar terms
- 🕒 Fixing problems with matching

**Which word to use?**

**Dispelling myths**

**Confusing words**

**Perfect punctuation**

- 🕒 Punctuation guide
- 🕒 Reporting what others say

**Punctuating bullet points**

**Punctuating to make a difference**

**Summary and close**

## Build your programme: optional additions

### Comprehensive e-learning

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

### Writing analysis and feedback

Individual analysis of delegates' writing plus one-to-one feedback from the expert trainer, showing each person how to write with more accuracy and confidence.

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)