

Grammar Refresher

Course Number: 4316

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Communicate clearly and effectively in workplace correspondence to demonstrate professionalism. The first step to communicating effectively is understanding the fundamentals of grammar. Learn the essential grammar rules, tools, and real-life examples that can be applied in the workplace. Through exercises and assessments, you will practice identifying and correcting common grammar mistakes, and emerge as a more credible writer.

Intended Audience

This course is designed for professionals who want to learn about and apply functional grammar principles to create effective business documents.

Client-Provided Facility Requirements

- Internet required for instructor computer

Course Learning Objectives

- Outline the benefits of using proper grammar
- Identify parts of speech in sentences to locate and correct common errors
- Construct effective sentences with appropriate punctuation, form, order, agreement, and structure
- Apply grammar guidelines and standards to produce effective business communications

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Introduction

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	Module 1: Why Grammar Matters
	Module 2: The Building Blocks of Language
LUNCH	
AFTERNOON	Module 2: The Building Blocks of Language, continued

DAY TWO	
MORNING	Module 3: Constructing Effective Sentences
LUNCH	
AFTERNOON	Module 3: Constructing Effective Sentences, continued
	Module 4: Applying Grammar and Style Standards

Learning Methods

Individual, small-group, and large-group exercises; lecture; discussion; assessments; action planning

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Communications and Marketing
- Level: Basic
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

Grammar Refresher

- [Business Analysis and Requirements Management Master Track](#)
- [Professional Skills Certificate Program](#)
- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

There are no prerequisites for this course.

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Business Writing](#)
- [Briefing and Presentation Skills](#)
- [Communicating Strategically](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4316>



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