

Frequently Asked Questions

Course Title: Grammar Refresher

Course #: 4316

Duration: 2 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

There are no prerequisites for this course.

6. Do I have to complete any prework for the course?

There is no prework required for this course.

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7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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

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

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Communications and Marketing

NASBA Level: Basic

CEUs: 1.3

PDUs: 14

CLPs: 16

10. What course(s) do you recommend after I complete this course?

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

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).

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12. What's in it for me?

This course provides practical examples to make an immediate impact on professional writing skills. The course materials are designed to be used back on the job as a helpful reference.