COURSE SYLLABUS

Grammar Essentials

This course offers a comprehensive review of grammar rules. You'll learn how to identify common grammar errors, write effectively for different audiences, and identify the correct form of a word depending on its part of speech.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/grammar-essentials



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Course Outline

Identifying Nouns, Pronouns, and Verbs

- Identify Parts of Speech
- Use Nouns
- Use Pronouns
- Use Verbs

Identifying Adjectives and Adverbs

- Use Adjectives
- Use Adverbs

Identifying Prepositions, Conjunctions, and Interjections

- Use Prepositions
- Use Conjunctions
- Use Interjections

Identifying Rules

- Monitor Sentence Structure
- Monitor Modifiers
- Avoid Common Errors

Identifying Correct Punctuation

- Use Parentheses Correctly
- Use Commas, Semicolons, Colons, Em Dashes, and Quotation Marks Correctly
- Use Numbers, Symbols, and Capitalization Correctly

Identifying Sentence Fragments, Run-ons, and Comma Splices

- Identify and Resolve Sentence Fragments
- Identify and Resolve Run-ons and Comma Splices

Improving Word Choices

- Identify Commonly Misused Words
- Identify Synonyms, Antonyms, and Homonyms

Writing Effectively

- Write with Purpose
- Consider the Audience
- Consider the Context

Editing Effectively

- Use Correct Spelling
- Check Your Work

Appendix A: Commonly Misspelled Words