

GRAMMAR SKILLS



Business Skills Course

LEARNING OUTCOMES

- Save time and improve efficiency by producing accurate, professional business correspondence.
- Communicate with clarity and confidence through well-structured written communication.
- Apply a step-by-step approach to planning, drafting, editing, and proof-reading documents.
- Enhance the quality and professionalism of emails, documents, memos, and reports.
- Develop greater confidence in presenting information clearly, concisely, and appropriately for different audiences.

COURSE OVERVIEW

Organisations and individuals establish their credibility with professional and well written correspondence. From basic grammar to tone and style, business-writing skills are essential for individuals at every level in today's communication driven organisations.

This course is aimed at individuals at any level in business to write more professionally and effectively, improving emails, reports and correspondence.

TOPICS COVERED IN THIS COURSE

Grammar Fundamentals

Gain a thorough understanding of grammar, from basic to advanced levels.

Correcting Errors

Learn how to detect and fix poor grammar and punctuation and understand which "rules" can be broken.

Writing with Confidence

Plan, prepare, and write more effectively while strengthening overall writing skills.

Sentence Structure

Master punctuation, verbs, clauses, and subtle differences in usage (e.g., may/might, should/would).

Advanced Punctuation

Use commas, semicolons, colons, dashes, apostrophes, hyphens, and relative clauses correctly and confidently.

Constructing Documents

Write professional documents, memos, emails, and short reports that achieve results.

Professional Communication

Produce written communications that are clear, persuasive, and positively received by the reader.

Adapting Writing Style

Tailor your style to suit the type of correspondence while ensuring clarity and brevity.

Professional Accuracy

Write clearly and professionally by avoiding unnecessary jargon, clichés, or filler language.

Correct Usage

Eliminate common errors by applying sentences, paragraphs, and punctuation effectively.

Structural Weaknesses

Identify and correct dangling participles and other common structural mistakes.

Grammar Pitfalls

Understand split infinitives and other frequent writing "bugbears" to improve accuracy.

The 7 C's of Business Writing

Apply the principles of Clarity, Conciseness, Concreteness, Correctness, Coherence, Completeness, and Courtesy