COURSE SYLLABUS

Grammar Essentials (Self-Paced)

Sharpen your business writing with this comprehensive look at grammar essentials. From catching common mistakes to choosing the right word forms and writing for different audiences, you'll walk away with the skills and confidence to edit your own work effectively.

For more information, visit
https://www.creativelive.com/classes/grammar-essentials-self-paced



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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