

Business Grammar

Course Syllabus

Instructor: Reneé Peugh

Office: Quick Computer Services
326 E. Franklin Rd
Meridian, Id 83642
895-0800

Class Location: Country Inn and Suits Conference Room
3355 E Pine (Pine and Eagle)
Meridian, Id 83642

Time Offered: October 25, 2008
9:00 A.M. – 4:00 P.M.

Course Text: Grammar Essentials by Susan Herman

Description:

In a professional setting, being able to articulate your ideas clearly will allow you to present yourself in a professional manner. Understanding the rules of proper grammar is important in a business setting. Unfortunately, many of these rules have been long forgotten by most adults. In this course, you will review the rules of grammar, identify common grammar mistakes, and refine your writing. As you improve your communication skills, you will become more confident in your ability to write reports and other important business documents.

Course Objectives:

In this course you will:

Examine nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections.

Identify rules of grammar and commonly made mistakes.

Identify grammar rules and the correct use of punctuation.

Identify methods for improving word choice and building effective sentences.

Identify methods for editing text effectively.