

**Complete Review of Grammar**

**Course Number:** WRTG-104  
**Duration:** 1 day

**Overview**

This Complete Review of Grammar training course demystifies common grammar challenges and gives attendees confidence in their business writing. Participants learn how to improve their grammar, punctuation, and general writing skills in their professional communications to boost credibility and get results.

**Prerequisites**

There are no prerequisites for this Grammar Skills course.

**Materials**

All students receive comprehensive courseware.

**Software Needed on Each Student PC**

Students must have an Internet connection and a modern browser.

**Objectives**

* Understand the different parts of speech and uses of sentences, clauses, and phrases
* Use proper punctuation
* Apply the appropriate voice for your intended audience
* Use the appropriate person and tense
* Apply proper sentence structure

**Outline**

* Introduction
* Parts of Speech and Parts of a Sentence
* Clauses and Phrases
* Punctuation
* Verb Tense, Mood, and Voice
* Subject-Verb Agreement
* Pronoun-Antecedent Agreement
* Pronoun Case
* Parallelism
* Modifiers
* Conclusion