



REMEDIAL GRAMMAR

COURSE OVERVIEW

Program goals are to enhance your ability to communicate the intended message, convey an appropriate image, and increase your value to your organization.

PROGRAM OBJECTIVES

The objective is to examine and practice important keys to effective business writing. The program outline will include:

- Recognizing and writing according to your purpose.
- Considering the receiver
- Following the writing process steps.
- Plugging into the power of words
 - Clarity
 - Conciseness
 - Straightforwardness
- Paying attention to structure, style & tone
- Applying appropriate rules of grammar
 - Subject/ verb agreement
 - Misplaced modifiers
 - Sentence fragments
 - Run-on sentences
 - Mistaken punctuation
 - Consistency of tense
- Proofing and editing your document carefully
- Improving the quality of e-mail messages