COURSE SYLLABUS

# Grammar Essentials Course (Self-Paced)

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

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/grammar-essentials-course-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