Grammar Essentials

What do I need?
A Desire to write effective, grammatically correct documents.

How long is the course?
1 Day

Who should attend?
This course is designed for individuals who wish to improve their grammar usage for written communications.

Identifying nouns, pronouns and verbs
Types and uses of nouns types and uses of pronouns
Types and uses of verb and verb tenses

Identifying adjectives and adverbs Descriptive and limiting adjectives Using adverbs to modify

Identifying prepositions, conjunctions and interjections
Types of repositions Using conjunctions
Interjections and formal writing

Identifying rules
Monitor sentences and the structure Monitor modifiers
Avoid common errors

Identifying correct punctuations
Using parentheses correctly
The correct use of commas, semicolons and inverted commas
Use numbers, symbols and capitalisation correctly

Identifying sentence fragments, run-ons and comma splices
Troubleshoot sentence fragments Troubleshoot run-ons and comma splices

Improving word choices
Identify commonly misused words
Identify synonyms, antonyms and homonyms

Building effective sentences
Identify your goal and achieve it
Consider your audience Consider the context

Editing effectively
Use the correct spelling Know what to look for Achieve clarity

Avoid hypercorrections
Hypercorrections
Achieve simplicity

MICT Seta Accreditation No:
ACC/2007/00/367

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www.keybasepretoria.co.za

Tel: 012 348 0099/0062
Fax: 012 348 0046