

Soft-Train



*At Soft-Train
Technology Works*

Painless Grammar (3 Days)

COURSE GOAL: Learn parts of speech and punctuation rules.

PREREQUISITES: Basic understanding of the English Language.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Tell the difference between incorrect and correct usage.
- Know how to make a verb agree with its subject, or pronoun with its antecedent.
- Learn how the words in the English language are often misused.

KEY TOPICS:

I. Parts of Speech:

- A. Noun Pointers
- B. Pronoun Pointers
- C. Verb Pointers
- D. Adjective and Adverb Pointers
- E. Conjunction Pointers
- F. Preposition Pointers
- G. Interjection Pointers

II. Building and Punctuating Sentences:

- A. Making Sentences
- B. Sentences, Fragments, Phrases, and Clauses
- C. Road Signs: Punctuation
- D. Highlights: Abbreviations, Numbers, Symbols, and Emphasis

III. Agreement:

- A. Agreement Between Subject and Verb
- B. Agreement Between Pronouns and Antecedents

IV. Words, Words, Words:

- A. Wacky Words We Love to Misuse
- B. One Word or Two?
- C. Confusing Pears

V. Editing:

- A. The Top Goofs in students' Writing
- B. Getting It All Together: Editing a Paper

VI. Part VI – Writing E-mails:

- A. E-Mail Etiquette