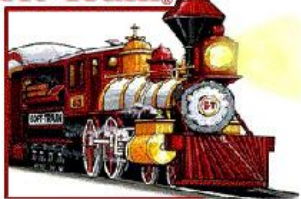


Soft-Train



*At Soft-Train
Technology Works*

Grammar and Punctuation (2 Days)

COURSE GOAL: Designed to answer the most pressing grammar, punctuation, capitalization, and usage questions.

PREREQUISITES: None

LEARNING OBJECTIVES:

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

- Receive valuable insight for taking test, writing reports, letters, Web pages, e-mails, or blogs.
- Get useful instruction on comprehensive grammar and rule style.

KEY TOPICS:

I. Grammar

- A. Finding Subjects and Verbs
- B. Subject and Verb Agreement
- C. Pronouns
- D. Who vs. Whom
- E. Whoever vs. Whomever
- F. That vs. Which
- G. Adjectives and Adverbs
- H. Problems with Prepositions
- I. Effective Writing

II. Confusing Words and Homonyms:

- A. Advice vs. advice
- B. Affect vs. effect

III. Punctuation:

- A. Spacing with Punctuation
- B. Periods
- C. Ellipsis Marks
- D. Commas
- E. Semicolons
- F. Colons
- G. Question Marks
- H. Exclamation Points
- I. Quotation Marks
- J. Parentheses
- K. Apostrophes
- L. Hyphens

IV. Capitalization:

- A. Beginning a sentence or quoted sentence
- B. Proper nouns
- C. Titles
- D. Government officials
- E. Points of the compass
- F. Titles of publications

- G.** With State, federal and other government bodies
- H.** With seasons
- I.** With salutations
- J.** With words derived from proper nouns such as English

V. Writing Numbers:

- A.** Using figures vs. spelling out
- B.** Mixed quantities within the same sentences
- C.** Fractions
- D.** Large numbers
- E.** Decimals
- F.** Dates
- G.** Time
- H.** Compound numbers