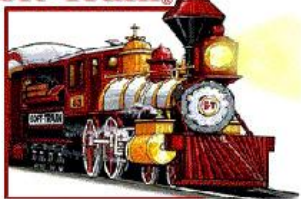


Soft-Train



*At Soft-Train
Technology Works*

Grammar and Punctuation (1 Day) ST00098

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
- C. Lay vs. lie
- D. Their vs. there vs. they're
- E. More confusing words and homonyms

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
- M. Dashes

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