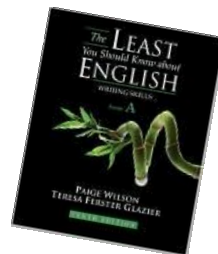




is announcing a professional development course
to be held in San Francisco



BUSINESS GRAMMAR

3-4 DECEMBER 2018

Overview: Have you experienced the embarrassment of having your grammar corrected, and would you like to project confidence and present a more polished, professional image? Some of the most fundamental grammatical problems can baffle even the most intelligent people. Here's an intensive two-day course focusing on grammar, punctuation, and wordiness. Lose your anxiety over writing and grammar! And best of all, you'll take home a valuable, college-text desk reference (**MSRP \$106.95**). Is it **who** or **whom** or **between you and I** or **between you and me**? Find out in class.

Who Should Attend? Those who want to "brush up" on English grammar to become better writers and speakers.

Objectives: By the end of the course, you will be able to:

- ✚ Identify and avoid common mistakes in grammar and usage
- ✚ Increase the impact, clarity and overall effectiveness of your oral communications and written products by following the basic guidelines of grammar and word usage
- ✚ Apply the principles to edit and proofread the work of others

Topics:

- ✚ Avoid common mistakes in grammar
- ✚ Use punctuation correctly
- ✚ Avoid duplication in your writing
- ✚ Correct others' grammar



Location: Federal Building, 450 Golden Gate, 2nd Fl., Arizona Room, San Francisco, CA

Tuition: \$335 each for 3 or more registered - \$349 for individuals.



Course Details: Joan Wisnosky, www.jaelimited.com joanw@jaelimited.com 301-948-7636

Agenda: 3 December

- 8:30 The Least You Should Know about English
- 8:40 Pre-test
- 9:00 Words Often Confused in English
- 9:30 Contractions
- 9:45 BREAK
- 10:00 Possessives
- 10:30 Subject and Verb Agreement
- 11:30 LUNCH
- 12:30 Prepositional Phrases
- 1:00 Correcting Run-Together Sentences
- 1:30 Correcting Fragments (Independent & Dependent Clauses)
- 2:00 BREAK
- 2:15 Using Standard and Irregular Verbs
- 3:30 ADJOURN

4 December

- 8:30 Avoiding Dialect Expressions
- 8:45 Making Subject, Verbs and Pronouns Agree
- 9:45 BREAK
- 10:00 Choosing the Right Pronoun
- 10:30 Correcting Misplaced and Dangling Modifiers
- 11:00 Using Parallel Construction
- 11:30 LUNCH
- 12:30 Correcting Shift in Time and Person
- 1:00 Correcting Wordiness
- 2:15 BREAK
- 2:30 Progress Test and Review
- 2:45 Understanding Punctuation
- 3:30 ADJOURN



Schedule
GS-02F-0097N