

Grammar Skills

1 day

Description

In this ILT Series course, students learn how to use grammar effectively within their organizations. Students will learn to write effective sentences by identifying sentence elements, correctly using phrases and clauses, and understanding sentence classifications.

Prerequisites

- None

Course Outline

Unit 1: The importance of grammar

Topic A: Grammar skills
Topic B: Nouns and verbs

Unit 2: Pronouns, adjectives, and adverbs

Topic A: Pronouns
Topic B: Adjectives and adverbs

Unit 3: Prepositions, conjunctions, and interjections

Topic A: Prepositions
Topic B: Conjunctions
Topic C: Interjections

Unit 4: Effective sentences

Topic A: Sentence formation
Topic B: Phrases and clauses
Topic C: Sentence classifications

Unit 5: Agreement rules

Topic A: Subject and verb agreement
Topic B: Parallel sentence structure

Unit 6: Improving sentence structure

Topic A: Sentence fragments
Topic B: Run-on sentences
Topic C: Active and passive voice
Topic D: Split infinitives

Unit 7: Word choice

Topic A: The importance of word choice
Topic B: Misused words
Topic C: Spelling errors
Topic D: Prefixes and suffixes

Unit 8: Punctuation and mechanics

Topic A: Punctuation to separate clauses
Topic B: Parentheses and apostrophes
Topic C: Quotation marks and numbers
Topic D: Capitalization rules

Unit 9: Synonyms, antonyms, and homonyms

Topic A: Synonyms and antonyms
Topic B: Homonyms