

## Good Grief, Good Grammar and Basic Grammar

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Participants in this 16- or 24-hour writing training workshop will review the parts of speech, major and minor sentence elements, and sentence patterns. They will learn to identify and correct the most common grammar errors.

### Key Objectives

- Review the parts of speech
- Identify major and minor sentence elements and basic sentence structure
- Identify and correct the most common grammatical errors in business and technical writing

### Key Topics

- Dangling verbals
- Sentence fragments
- Parallelism errors
- Pronoun agreement errors
- Subject-verb agreement errors
- Tense, mood, and voice choices
- Punctuation errors
- Misused words
- Spelling errors
- Capitalization errors
- Misplaced modifiers
- Unclear references

### Who Should Attend

**GOOD GRIEF, GOOD GRAMMAR** is designed for those employees—senior executives to clerical staff—who want to update their knowledge of grammatical structure and current usages and focus on “the finer points” of grammar, clarity, and style.

**BASIC GRAMMAR** is designed for those who need a more extensive foundation in the basics of English grammar than that offered in *Good Grief, Good Grammar*. The course is ideal for second-language speakers or anyone who has “missed the basics.”

### Materials/Texts

Participants will receive two books written by Dianna Booher, *Good Grief, Good Grammar* (Facts on File) and *Booher’s Rules of Business Grammar: 101 Fast and Easy Ways to Correct the Most Common Errors* (McGraw-Hill). A manual and job-aid cards are also included.

### Class Size

Up to 20 participants