

The importance of good grammar and accurate punctuation cannot be over estimated. This one day course is ideal for anyone who feels that their written work can let them down. The course will teach you to understand the essentials of English grammar and how to correctly structure sentences. The course also provide hints and tips on how to avoid common errors in grammar and punctuation. This course is not designed for those who wish to learn English as a foreign language

Course Information

Duration:	One day	Location:	London
Cost:	Public course: £325 plus VAT Individual tuition: £495 plus VAT	Dates:	Please call 020 7359 9880 or visit www.lcmj.co.uk

Key topics

- Basic sentence construction
- Sentences and paragraphs
- Different tenses
- Apostrophes and plurals
- Writing styles
- Proofing your work

Course Outline

Understanding the basics of sentence construction

- Subjects and objects • Nouns and pronouns • Verbs, adverbs and adjectives • Capital letters
- Full stops, commas, colons and semi-colons • The rules of punctuation

Sentences and Paragraphs

- Structuring sentences • Phrases and clauses • Subject and verb agreement • Linking ideas • Using different conjunctions • Problems and solutions

Tenses

- Using different tenses • Correct use of tense • The passive and active tense

Apostrophes and plurals

- Before the S • After the S • And ES • Common mistakes

Writing styles

- Concise and succinct sentences • Using descriptive sentences • When to use different styles

Tips and tricks

- Avoiding common grammatical mistakes • Commonly confused and misused words

Proofing your work

- How to spot mistakes • Correcting your own work

All courses at the London College of Media and Journalism are supported by six months telephone Helpline support.