

## Good Grammar and Punctuation

### Course Description

Correct use of English grammar and accurate punctuation are areas that many people find difficult. This one day course is ideal for anyone who feels that their written work can sometimes let them down.

The course covers the essentials of English grammar and how to correctly structure sentences. You will also be provided with useful 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.

### Pre-Course Requirements

You need no previous experience to attend this course.

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### Pricing & Availability

<b>Course Duration:</b>	One Day
<b>Public Scheduled Course:</b>	£325.00 plus VAT
<b>Public Scheduled Dates:</b>	02-07-2018 at London Bridge 02-08-2018 at London Bridge 04-09-2018 at London Bridge 27-09-2018 at London Bridge
<b>Private Course:</b>	£545.00 plus VAT for individual tuition.  Call for prices for private groups of two or more.
<b>Follow-on Courses:</b>	Not Applicable
<b>Post-Course Support:</b>	The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

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### Basic sentence construction

- Subjects and objects
- Nouns and pronouns
- Verbs, adverbs and adjectives
- Capital letters and full stops
- Commas, colons and semi-colons
- Essential rules of grammar
- Essential punctuation rules

### 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 tenses

### Apostrophes and plurals

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

### Writing styles

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

### Tips and tricks

- Avoiding grammatical mistakes
- Commonly confused and misused words

### Proofing your work

- How to spot mistakes
- Correcting your own work

### Questions and answers