



**CTREC HILTON**  
IT ACADEMY

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Class Code: GRMESS  
Number of Days: 1  
Format: Instructor-Led

## Grammar Essentials

**Course Description:** You learned the rules of grammar in school, but now you'd like to refresh and refine your grammar usage for your professional life. You need to articulate your ideas clearly and succinctly in written communications and present yourself in a professional manner. In this course, you will review the rules of grammar, identify common grammar errors, and refine your business writing style.

**Target Student:** Professionals who seek to improve their grammar usage for written communications.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Performance-Based Objectives

- examine nouns, pronouns, and verbs.
- identify adjectives and adverbs.
- identify prepositions, conjunctions, and interjections.
- identify some important rules of grammar and some commonly made grammatical errors.
- identify grammar rules regarding correct punctuation.
- identify problematic sentence fragments, run-ons, and comma splices, as well as effective methods of rewriting sentences so that they are clear and complete.
- identify methods for improving word choices.
- identify methods for building effective sentences.
- identify methods for editing text effectively.
- identify methods for avoiding some common errors made by overzealous writers who create hypercorrections in their own work.

### Course Outline

#### Lesson 1: Identifying Nouns, Pronouns, and Verbs

- Topic 1A: Identify Nouns
- Topic 1B: Identify Pronouns
- Topic 1C: Identify Verbs

## **Lesson 2: Identifying Adjectives and Adverbs**

- Topic 2A: Use Adjectives
- Topic 2B: Use Adverbs

## **Lesson 3: Identifying Prepositions, Conjunctions, and Interjections**

- Topic 3A: Use Prepositions
- Topic 3B: Use Conjunctions
- Topic 3C: Use Interjections

## **Lesson 4: Identifying Rules**

- Topic 4A: Monitor Sentences
- Topic 4B: Monitor Modifiers
- Topic 4C: Avoid Common Errors

## **Lesson 5: Identifying Correct Punctuation**

- Topic 5A: Use Parentheses Correctly
- Topic 5B: Use Commas, Semicolons, and Quotation Marks
- Topic 5C: Use Numbers, Symbols, and Capitalization Correctly

## **Lesson 6: Identifying Sentence Fragments, Run-ons, and Comma Splices**

- Topic 6A: Identify Sentence Fragments
- Topic 6B: Identify Run-ons, Comma Splices, and Solutions

## **Lesson 7: Improving Word Choices**

- Topic 7A: Identify Commonly Misused Words
- Topic 7B: Identify Synonyms, Antonyms, and Homonyms

## **Lesson 8: Building Effective Sentences**

Topic 8A: Identify the Goal

Topic 8B: Consider the Audience

Topic 8C: Consider the Context

## **Lesson 9: Editing Effectively**

- Topic 9A: Use Correct Spelling
- Topic 9B: Achieve Clarity