COURSE SYLLABUS

Grammar Essentials

Gain mastery over grammar. Learn how to avoid common mistakes and misspelled words that reflect poorly on your message. By the end of this course, you'll know essential grammar rules to improve your writing and have the skills to edit your own work to eliminate mistakes.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/grammar-essentials



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Course Outline

Identifying Nouns, Pronouns, and Verbs

- Identify Parts of Speech
- Use Nouns
- Use Pronouns
- Use Verbs

Identifying Adjectives and Adverbs

- Use Adjectives
- Use Adverbs

Identifying Prepositions, Conjunctions, and Interjections

- Use Prepositions
- Use Conjunctions
- Use Interjections

Identifying Rules

- Monitor Sentence Structure
- Monitor Modifiers
- Avoid Common Errors

Identifying Correct Punctuation

- Use Parentheses Correctly
- Use Commas, Semicolons, Colons, Em Dashes, and Quotation Marks Correctly
- Use Numbers, Symbols, and Capitalization Correctly

Identifying Sentence Fragments, Run-ons, and Comma Splices

- Identify and Resolve Sentence Fragments
- Identify and Resolve Run-ons and Comma Splices

Improving Word Choices

- Identify Commonly Misused Words
- Identify Synonyms, Antonyms, and Homonyms

Writing Effectively

- Write with Purpose
- Consider the Audience
- Consider the Context

Editing Effectively

- Use Correct Spelling
- Check Your Work

Appendix A: Commonly Misspelled Words