Grammar for Effective Business Communication

Course Code: ASKGEC

Course Synopsis: Grammar is made up of rules that allow us to organize our words and sentences into coherent, meaningful language. In business, correct English grammar is essential in communicating effectively, in both speech and writing. The ***Grammar for Effective Business Communication*** course highlights the usage problems associated with contemporary grammar. It focuses on the essential aspects of English grammar that writers are concerned about.

The course also addresses the three issues underlying all errors of grammatical usage: the idea of Standard English, the effects of language change on English grammar, and the effects of language attitudes on our perception of "correct" English. It will definitely be beneficial to anyone who wishes to increase his or her confidence in presenting English clearly, and improve his or her editing and proofreading abilities.

Course Objective: At the end of the course, participants will be able to:

- use a dictionary to check their grammar accuracy
- communicate more accurately and effectively
- use precise vocabulary to convey the intended meaning
- avoid common English errors to polish their business writing

Course Outline:

- The structure of English – words, phrases, clauses & sentences
- Countability of nouns –
  - *equipment or equipment*
  - *damage or damages*
- Tenses
- Match verbs to prepositions to convey the right meaning
- Forming sentences
- Commonly confused and misused words –
  - revert or reply
  - compliment or complement
- Punctuation
- British and American spellings

Course Duration: 1 day (8 hours), 9:00am - 5:00pm

Course Fees: $299.60 (Inc. GST) per participant

Course Dates: Refer to http://asktraining.com.sg/calendar