

## **Practical English Grammar Skills**

### **Course Summary**

#### **Description**

Grammar matters. English can be a very effective communications tool, but all tools work best when they are used properly. Used correctly, English can help you communicate effectively. Used improperly, it can easily be misunderstood and lead to problems. Besides causing communications difficulties, grammar errors can also be quite embarrassing. That's why grammar matters.

English isn't an easy language to master, and just learning that English has about 250 irregular verbs is enough to discourage most people. English is a hard taskmaster, but this workshop will allow you to give English some of the time and attention it deserves. Giving it your consideration will help you become a better communicator.

Participants will be provided with a workbook of notes, exercises and references. Participants will also be encouraged to try exercises during the seminar and engage in related discussion.

#### **Objectives**

At the end of this course, students will be able to:

- Communicate more effectively
- Understand grammar fundamentals
- Edit your work for grammar errors
- Look more professional
- Be more confident about your English usage

#### **Topics**

- Why English is so Difficult
- Sentence Basics
- Verb-Subject Agreement
- Pronouns
- Tense Usage
- Modifiers
- Parallelism
- Active Voice and Passive Voice

#### **Audience**

All those who would like to improve their English-language communications skills.

#### **Prerequisites**

There are no prerequisites required for this course.

#### **Duration**

One day

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### **Course Outline**

- I. Why English is so Difficult**
  - A. Brief history of the language
  - B. Some tricky usage
  
- II. Sentence Basics**
  - A. Verbs and subjects
  - B. Sentence fragments
  - C. Run-on sentences
  
- III. Verb-Subject Agreement**
  - A. The basics of verb-subject agreement
  - B. The special cases
  
- IV. Pronouns**
  - A. Pronoun cases
  - B. Five usage rules
  - C. Avoiding gender bias
  - D. The "their" problem
  - E. The "who," "whom," and "that" problem
  
- V. Tense Usage**
  - A. The proper tense
  - B. The narrator's voice
  - C. Tense usage for past events that is ongoing
  - D. The notorious subjunctive
  
- VI. Modifiers**
  - A. Misplaced modifiers
  - B. Dangling modifiers
  - C. Unclear reference
  
- VII. Parallelism**
  - A. Using the same grammatical form
  - B. Improving clarity and readability
  
- VIII. Active Voice and Passive Voice**
  - A. Why the active voice is usually preferred
  - B. When the passive voice might be preferred