



## **Grammar for Grownups**

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Recommended as a one- to two-day seminar

**You don't have to dread** the topic of grammar. In fact, the rules of grammar are there to help writers to communicate with their readers. Therefore, most rules have reasons that are easy to understand, once you begin to think about them in a "grown-up" way.

### **Participants will learn to:**

- ◆ Identify trends in writing, punctuation and usage.
- ◆ Punctuate properly.
- ◆ Recognize what they already know and the rules they need to learn.
- ◆ Know where to find punctuation and other grammar and usage rules.
- ◆ Use numbers correctly in correspondence and documents.
- ◆ Correct sentences containing misplaced modifiers.
- ◆ Achieve better subject-verb and pronoun-antecedent agreement.
- ◆ Understand the correct usage of commonly confused words.
- ◆ Apply "grown-up grammar" tips that take the confusion out of many grammar questions.

### **Participants say:**

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*I liked being informed of new trends and changes.*

*I liked the hints and tricks to help remember rules.*

*Very informative!*

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*Unleashing the Communication Potential of Individuals and Organizations.*™