



the Management Development Institute

business and management education since 1981

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Grammar Skills

Code: CT90-701

Duration: 1 day

Series: Business Communication

The importance of grammar

Grammar skills
Nouns and verbs
Pronouns, Adjectives, and Adverbs
Prepositions, conjunctions, interjections

Effective sentences

Sentence formation
Phrases and clauses
Sentence classifications

Agreement rules

Subject and verb agreement
Parallel sentence structure

Synonyms, antonyms, and Homonyms

By completing this course, participants will learn how to:

- ✚ Define grammar and discuss its importance; and correctly use different forms of nouns and verbs.
- ✚ Identify the roles of pronouns, adjectives, and adverbs.
- ✚ Define and use prepositional phrases, conjunctions, and interjections.
- ✚ Write effective sentences by identifying sentence elements, correctly using phrases and clauses, and understanding sentence classifications.
- ✚ Write sentences that follow the subject-verb agreement rule and are parallel in structure.
- ✚ Improve sentence structure by fixing sentence fragments, avoiding run-on sentences, writing in active voice and avoiding split infinitives.
- ✚ Choose appropriate words for clear communication by avoiding redundant and slang expressions, frequently misused words, spelling errors; attach prefixes and suffixes
- ✚ Punctuate sentences properly by using commas, parentheses, apostrophes, quotation marks, and other marks; and apply capitalization rules and guidelines for spelling out numbers and dates.
- ✚ Differentiate between synonyms and antonyms; and recognise and use homonyms.

Prerequisites: None

Improving sentence structure

Sentence fragments
Run-on sentences
Active and passive voice
Split infinitives

Word choice

The importance of word choice
Misused words; Spelling errors
Prefixes and suffixes

Punctuation and mechanics

Punctuation to separate clauses
Parentheses and apostrophes
Quotation marks and numbers
Capitalization rules