

# BUSINESS GRAMMAR



**Course Overview:** This course defines the functions of the eight parts of speech: nouns, pronouns, verbs, adverbs, adjectives, prepositions, interjections, and conjunctions and focuses on how to use them effectively, and correctly. This course explains how to use words correctly, including some key rules on how to spell correctly. Students will learn the basic rules for using capital letters, abbreviations, and numbers. The standard rules and guidelines for using punctuation appropriately will be reviewed. The course also describes rules for using different connecting and separating marks, such as colons, semicolons, dashes, and hyphens. In addition, it shows how to properly use apostrophes, parentheses, brackets, and quotation marks. The course examines the parts of a sentence – the subject and predicate, for example – and distinguishes between phrases and clauses. It shows the importance of subject-verb agreement, as well as agreement between pronouns and their antecedents. You'll also find out how to identify and fix some of the most common types of sentence errors. This course describes how to use commonly confused words correctly, including word pairs that sound alike and those that have related meanings. It also covers verbs that are often misused – for example, affect and effect or apprise and appraise. In addition, the course reviews some idiomatic

Title/Unit	Topic
<b>Lesson 1 Parts of Speech</b>	<ul style="list-style-type: none"> <li>Recognize the parts of speech in given sentences</li> <li>Recognize the correct use of nouns in given sentences</li> <li>Recognize the correct use of adjectives and adverbs in given sentences</li> <li>Recognize the voice and mood of given verbs</li> <li>Match the sentences with the verb tenses they contain</li> </ul>
<b>Lesson 2 Working with Words</b>	<ul style="list-style-type: none"> <li>Recognize how to correctly construct prefixes and suffixes</li> <li>Recognize how to form plurals correctly</li> <li>Identify examples of correctly formed possessives</li> <li>Recognize basic spelling rules that govern the spelling of given words</li> <li>Identify ways you can become a better speller</li> </ul>
<b>Lesson 3 The Mechanics of Writing</b>	<ul style="list-style-type: none"> <li>Recognize how to use abbreviations correctly</li> <li>Recognize examples that use correct capitalization</li> <li>Recognize the correct use of numbers in given examples</li> </ul>
<b>Lesson 4 Punctuation</b>	<ul style="list-style-type: none"> <li>Recognize examples of correctly applied rules for using end punctuation</li> <li>Recognize how to use commas correctly</li> <li>Identify sentences in which commas are misused</li> <li>Recognize how to use semicolons, colons, and dashes correctly</li> <li>Recognize how to use apostrophes, parentheses, brackets, and quotation marks correctly</li> </ul>
<b>Lesson 5 Sentence Construction</b>	<ul style="list-style-type: none"> <li>Recognize the parts of a sentence</li> <li>Identify phrases and clauses in given sentences</li> <li>Identify sentences that have the correct subject-verb agreement</li> <li>Recognize examples of pronouns and antecedents that agree in person, number, and gender</li> <li>Recognize how to fix sentence fragments</li> <li>Recognize how to fix comma splices and run-on sentences</li> <li>Identify the sentences with misplaced or dangling modifiers</li> </ul>
<b>Lesson 6 Common Usage Errors</b>	<ul style="list-style-type: none"> <li>Correctly use commonly confused word pairs</li> <li>Recognize the correct usage of commonly misused verbs and other words</li> <li>Recognize the appropriate idiomatic expression to use in given sentences</li> </ul>

## What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.
  - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
  - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
  - **Chat:** clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.
    - o Monday-Thursday 8am-11pm
    - o Friday 8am-6pm
    - o Saturday 11am-6pm
  - **E-Mail:** During those hours when online support is not available, instructional support will contact you within 24 business hours.

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