

The Grammar Refresher

Update your grammar skills for better writing in the workplace.

Yes, you were taught basic English grammar at school. But this has two limitations: school-days grammar tends to be forgotten or mangled over the years, and the rules of English grammar evolve and change over time alongside trends and usage.

Then, there are the new global best practices to be aware of.

You've probably seen how your writing can let you down at work. You may also have encountered ambiguity or unclear writing. To deal with these problems, it's important that we put grammar under the microscope, and work out what went wrong.

Course duration:

Workshop (group) format: 1 x full day (08h30-16h00)

Online (private) coaching: approximately 12 weeks

Course outcomes:

1. The building blocks of English grammar
2. Sentence structure
3. Nouns and verbs
4. Modifiers and qualifiers (describing words)
5. Commonly confused words and phrases
6. Common punctuation and technical errors
7. Redundancy, waffle and incoherence
8. The dangers of relying on spell-check
9. Self-editing and proof-reading techniques
10. Microsoft Readability and Hemingway App

Please note: Final course content may deviate slightly from what's described above.

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