

Writing - Grammar is Fun

Written communication is the backbone of the business world, yet frequently the message fails because of elaborate vocabulary, spelling mistakes and faulty grammar. This workshop helps delegates get their writing right! It provides an essential foundation in correct spelling, punctuation and grammar, and in the skills of lucid, concise writing.

By the end of the course delegates will be able to:

- recognise and correct common grammatical errors
- spell correctly
- use punctuation appropriately
- construct clear, correct sentences
- select appropriate vocabulary to meet their readers' needs
- use clear structure and layout for documents

The course includes:

- developing the delegates' writing style and abilities
- the principles of correct English
- spelling, punctuation, grammar, sentence structure and use of numerals

- identifying good practice in 'plain English
- active versus passive structures, sentence and paragraph length, choice of vocabulary

This course is suitable for all professional staff wanting to improve the standard of their written English.

Duration: 2 days



The Island Partnership

Trinity Road, Sheerness, Kent, ME12 2PF. Tel: 01795 596700