

Grammar You Meant to Learn®

200 Fifth Avenue
4th Floor
Waltham, MA 02451
tel. 781.895.9555
fax. 781.899.8002
info@bettercom.com
www.bettercom.com

What outcomes can you expect?

You will learn to apply clear solutions to recurring grammar questions. This targeted workshop offers memorable rules for systematically editing your documents for correct

- grammar
- punctuation
- sentence structure.

In addition you will

- gain confidence by using a grammar manual quickly and easily
- learn a visual approach to punctuation.

The focus is on your editing needs

Improve and update your grammar skills

- Select the right words
- Learn punctuation strategies
- Identify correct sentence structure
- Understand active voice

Edit more strategically

- Determine your strengths and weaknesses
- Streamline sentences for conciseness
- Use transitions effectively
- Proofread accurately
- Edit for results using checklists

Who should attend?

- administrative assistants
- support staff
- customer service representatives
- entry-level professionals
- seasoned professionals who want a refresher
- intermediate ESL people
- technical staff developing into managers
- those who edit others' documents

What books and materials do you receive?

1. The *Instant-Answer Guide to Business Writing* (iUniverse) by Deborah Dumaine
2. Better Communications®' workbook, with additional exercises tailored to your needs
3. A self-paced, Programmed Learning Module (optional, but highly recommended)