

Grate Grammar Spot the Errors Training

HERE IS A CRASH COURSE IN WORKPLACE GRAMMAR. HOW DO YOU RATE THE QUALITY OF GRAMMAR IN YOUR REPORTS AND CORRESPONDENCE? SLOPPY GRAMMAR OFTEN GIVES THE PERCEPTION OF A SLOPPY ORGANISATION. OF COURSE, THE MAIN PROBLEM WITH GRAMMATICAL ERRORS IS THAT THEY REPEAT THEMSELVES FOREVER IF THEY ARE NOT ATTENTIONED.

Your workplace writing says a lot about both you and your organisation. Grammatical workplace errors in correspondence, advertising or on your website can affect the way others perceive your level of professionalism. You can avoid embarrassing mistakes in your written communication by brushing up on your grammar skills in this simple and effective program.

How good is your grammar?

Can you spot the errors in these sentences?

1. Lose unwanted kilo's fast
2. The auditions for the biggest dance competition this country has ever seen continues tonight.
3. Chicken at its' best!
4. Litter, what are you really throwing away?
5. The Department of Foreign Affairs have issued a statement today.
6. Susannah, 46, is more curvier and laid back.
7. Search for the book your after
8. You will need specialist gear if you intend to climb Kilimanjaro, which can be hired for the trip.
9. There was public outrage that Taylor had been released and killed again.
10. The contract states you must give 21 days notice.

Your “Grate Grammar Spot the Error Training” is a one-day grammar training program for anyone who would like to feel confident that they are using grammar correctly in their writing. Perhaps you didn't learn formal grammar at school, or perhaps you'd just like a refresher. If you can 'get by' but don't always feel certain when making those tricky grammatical decisions, this workshop is for you.



Key learning outcomes

Your **Grate Grammar Spot the Error Training** program will give participants the skills to:

- use apostrophes correctly
- punctuate your writing effectively
- avoid common grammatical and spelling errors
- structure sentences appropriately
- write clear business reports
- overcome the 4 biggest mistakes in writing
- proof-read to increase accuracy.

Note: This course can be adapted for learners who need to cover basic grammar before taking up a second language. People who speak English as a second language are welcome to attend, however their needs may be slightly different, depending on the way they learned English. Every effort is made to accommodate different learning requirements during the workshop.

Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- **Ideal group size:** 4 – 15 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- **Duration:** This program can be conducted as a one day or half day program.
- **Cost:** Price on request.
- **Target Audience:** Employees, Supervisors, Team Leaders, Senior Managers or CEO's.

If you would like more information on this training program, please contact:
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www.preftrain.com

