

Grammar, Punctuation and Spelling

Course Overview

This course is a review of basic principles of elementary punctuation, English usage including fundamentals of sentence patterns, simple grammar, and basic writing of short paragraphs and brief essays. Participants will learn the process of planning, writing, and revising letters and memos.

Learning Objectives

At the conclusion of this workshop, the participant will be able to:

- Identify the five parts of speech (nouns, pronouns, verbs, adjectives, adverbs) and demonstrate the appropriate use of each.
- Identify the four types of sentences (statement, command, question, exclamation) and demonstrate the appropriate use of each.
- Demonstrate the appropriate use of capitalization, spelling, and grammar.
- Demonstrate basic paragraph writing skills including sentence variation, the appropriate use of capitalization, spelling, grammar, and the five parts of speech.

Outline

- Nouns and Pronouns
- Adjectives, Verbs and Adverbs
- Sentences and Sentence Types
- Capitalization
- Punctuation
- Skills Application
- Writing Activity