Good Grammar and Punctuation

media training

enquiries@mediatraining.ltd.uk 020 7359 9855 www.mediatraining.ltd.uk

Course description

Correct use of English grammar and accurate punctuation are areas that many people find difficult. This one day course is ideal for anyone who feels that their written work can sometimes let them down. The course covers the essentials of English grammar and how to correctly structure sentences. The course also provides hints and tips on how to avoid common errors in grammar and punctuation.

This course is not designed for those who wish to learn English as a foreign language.

Course information

Course duration

One day

Course cost

Public scheduled course: £325 plus VAT per person.
This course runs as a public scheduled course on a regular basis.
Please call 020 7359 9855 or visit www.mediatraining.ltd.uk for dates.

Private course costs: £495 plus VAT for individual tuition.
Please call for prices for groups of two or more.

Course location

We have two fully equipped training centres in central London; one is in Highbury and Islington (one stop from Kings Cross) and one next to Waterloo station.
We can also run courses onsite at your offices if you prefer.

Pre course requirements

There are no pre course requirements.

Post training support

The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

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Basic sentence construction
- Subjects and objects
- Nouns and pronouns
- Verbs, adverbs and adjectives
- Capital letters and full stops
- Commas, colons and semi-colons
- Punctuation rules

Sentences and paragraphs
- Structuring sentences
- Phrases and clauses
- Subject and verb agreement
- Linking ideas
- Using different conjunctions
- Problems and solutions

Tenses
- Using different tenses
- Correct use of tense
- The passive and active tenses

Apostrophes and plurals
- Before the S
- After the S
- And ES
- Common mistakes

Writing styles
- Concise and succinct sentences
- Using descriptive sentences
- When to use different styles

Tips and tricks
- Avoiding common grammatical mistakes
- Commonly confused and misused words

Proofing your work
- How to spot mistakes
- Correcting your own work

Questions and answers