

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/2121](http://www.amanet.org/2121)

## AMA's Business Grammar Workshop

### Avoid costly and embarrassing mistakes in all types of business writing.

Professionals who can write clearly and correctly are far more valuable to an organization than those whose business writing is filled with errors. Whether you need to refresh your knowledge of grammar and punctuation—or know what's grammatically correct but can't always explain why—this highly interactive and collaborative seminar is the perfect and painless solution. You'll learn the standard rules for proper usage and grammar, and then work with your seminar colleagues to apply what you've learned in hands-on exercises and activities. Return to your job with greater confidence and ability when writing any types of business correspondence.

### How You Will Benefit

- Produce coherent sentences that quickly get to the point
- Edit for agreement between parts of speech within a sentence
- Apply simple, effective tips for proper grammar, usage and punctuation
- Correctly proofread business messages
- Use rules of Standard English to critique your own writing
- Select the appropriate grammar to suit the business situation

### What You Will Cover

- Finding typical (and not-so-typical) errors in grammar
- Common verb mistakes: tense, mood, subject-verb agreement
- Adjective-adverb confusion
- Building and deconstructing grammatically correct sentences
- Dangling and misplaced modifiers
- Active and passive voice
- Working with “exceptions to the rule”

### Who Should Attend

All professionals who want to improve their grammar skills and increase their confidence with all types of business writing.

### Schedule

- [2] days - \$1,895 Non Members
- [2] days - \$1,695 AMA Members
- [2] days - \$1,605 GSA

## Credits

14 CPE/1.2 CEU

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