

**AMA'S BUSINESS GRAMMAR WORKSHOP**

**Avoid costly and embarrassing mistakes in all types of business writing.**  
**Seminar #2121**

**Overview**

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.

**Schedule**

- [2] days
- [2] days - **\$1,895** Non Members
- [2] days - **\$1,695** AMA Members
- [2] days - **\$1,451** GSA

**Credits**

1.2 CEU

**Schedule**

We have 12 scheduled sessions located nationwide starting between 6/11/2012 - 2/11/2013

Date	Location	Duration
Jun 11, 2012 - Jun 12, 2012	Arlington/Washington DC, DC	2 Days
Jul 19, 2012 - Jul 20, 2012	San Francisco, CA	2 Days
Jul 30, 2012 - Jul 31, 2012	Morristown, NJ	2 Days
Aug 20, 2012 - Aug 21, 2012	New York, NY	2 Days
Sep 10, 2012 - Sep 11, 2012	Arlington/Washington DC, DC	2 Days
Oct 18, 2012 - Oct 19, 2012	New York, NY	2 Days
Oct 29, 2012 - Oct 30, 2012	Chicago, IL	2 Days
Nov 8, 2012 - Nov 9, 2012	New York, NY	2 Days
Nov 29, 2012 - Nov 30, 2012	Arlington/Washington DC, DC	2 Days
Dec 13, 2012 - Dec 14, 2012	New York, NY	2 Days
Jan 24, 2013 - Jan 25, 2013	San Francisco, CA	2 Days
Feb 11, 2013 - Feb 12, 2013	Atlanta, GA	2 Days

*Registering more than 4 people, please call 1-877-566-9441.*

**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.

**Ways to Register**

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email [customerservice@amanet.org](mailto:customerservice@amanet.org)
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)