

**American Management Association's  
AMA's Business Grammar Workshop**

***Learning Objectives***

- Write Grammatically Correct Business Documents
- Produce Clear and Concise Sentences
- Edit for Agreement Between Parts of Speech Within a Sentence
- Employ Simple, Memorable Tips for Proper Grammar, Usage, and Punctuation
- Proofread Business Documents for Grammatical Correctness
- Apply Rules of Standard English to Critique Your Own Writing
- Select the Appropriate Grammar to Suit the Business Situation
- Identify Excellent Print and Electronic Grammar Resources

***LESSON ONE***

***Business Grammar Overview***

- Clarify Differences Among Tricky Grammar Rules
- Assess Your Depth of Grammar Knowledge
- Correct Common Errors in Business Grammar

***Verbs—All Tensed Up***

- Identify Excellent Grammar Print Resources
- Distinguish Among the Eight Parts of Speech in Standard English
- Correct Verb Tense and Agreement Errors in Common Sentences

***Adjectives/Adverbs—Added Additives***

- Identify Excellent Online Grammar Resources
- Distinguish Between the Most Commonly Confused Adjective-Adverb Pairs
- Apply the Linking Verb Rule for Selecting the Correct Adjective or Adverb

***LESSON TWO***

***Prim and Proper Pronouns***

- Identify the Proper Source for Commonly Used Pronouns
- Use Workarounds for an Awkward Grammar Rule

## ***Wobbly Words***

- Use Mnemonic Devices to Remember the Distinctions Among Tricky Word Pairs and Trios
- Choose Correctly from Commonly Confused Words

## ***Mainly Mechanics***

- Edit for Correct Capitalization, Abbreviation, and Number Usage
- Correct a Document for Errors in Parts of Speech and Mechanics

## ***LESSON THREE***

### ***Building Sentences***

- Identify the Main Parts of a Sentence
- Construct and Deconstruct Grammatically Correct Sentences

### ***Running Stop Signs and Stopping Short—Run-ons and Fragments***

- Identify Common Sentence Structure Errors
- Remedy Grammatically Flawed Sentences

### ***Punctuation Pointers***

- Define the Purpose and Application of Each Punctuation Mark
- Choose the Correct Punctuation Mark in Diverse Sentences

## ***LESSON FOUR***

### ***Dazed by Phrases, Paused by Clauses***

- Distinguish Between Phrases and Clauses
- Identify and Correct Dangling and Misplaced Modifiers
- Edit Unclear Pronoun References
- Align Words, Phrases, and Clauses for Parallel Structure
- Convert Sentences from Passive Voice to Active Voice

### ***Grammar Improvement Plan***

- Articulate the Effects of Globalization and Technology on English Grammar in the Workplace
- List Areas of Strength in Grammar Developed in This Workshop and Areas of Need in Grammar to Be Developed Further
- Create an Action Plan for Continual Improvement in Grammar