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

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

- Choose Correct Verb Forms in Diverse Situations
- 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 and Adverbs—Addled Additives

- Choose Correct Adjective and Adverb Forms in Diverse Situations
- Identify Excellent Grammar Resources
- Distinguish Between the Most Commonly Confused Adjective-Adverb Pairs
- Apply the Linking Verb Rule for Selecting the Correct Adjective or Adverb

Prim and Proper Pronouns

- Identify the Proper Choice 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

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

Building Sentences

- Identify Standard Sentence Structure and Sentence-Building Techniques
- Identify the Main Parts of a Sentence
- Construct and Deconstruct Grammatically Correct Sentences

Run-on Sentences and Sentence Fragments

- Identify and Remedy Comma Splices, Run-on Sentences, and Sentence Fragments
- Remedy Grammatically Flawed Sentences

Punctuation Pointers

- Use Various Punctuation Marks Correctly
- Define the Purpose and Application of Each Punctuation Mark
- Choose the Correct Punctuation Mark in Diverse Sentences

Dazed by Phrases, Paused by Clauses

- Use Grammatically Correct and Stylistically Sensible Phrases and 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 in Need of Further Development
- Create an Action Plan for Continual Improvement in Grammar