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