

Write Right Grammatically!

Course Objective

- Understand the principles of correct writing;
- Express writing in a grammatical and clear manner;
- Construct sentences correctly

Target Audience

General

Course Outline

- Principles of correct writing
- Importance of grammatical structures
- Evaluating the construction of sentences
- Identifying the parts of a sentence
- Sentence fragments
- Dependent vs. Independent clauses
- Phrases
- Revising and parsing sentences
- How to write clear, emphatic sentences and paragraphs
- Transitions
- The 8 parts of speech
- Punctuating correctly
- The correct tenses to use - when and how to use

Methodology

Presentations, exercises, group discussions and activities will be used to enhance learning and reinforce skills.

Course Fees

Type	Full Fees (inclusive 7% GST):
Member	\$321.00
Non-member	\$428.00

Trainer

Ms Mae Wong is a Senior Associate Trainer of SNEF. She has extensive working experience in training local companies in minute-writing and business communication skills. Mae received her Masters of Arts (TESOL) from University of London, UK and Masters of Arts (ENGLISH) from University of Waikato, New Zealand

Please refer to SNEF website for available dates

Duration : 1 day, 9am to 5pm (7 hours)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg

Click on 'Training' and Course Category '**Business Writing**'

Enquiries:

Evelyn Tan DID: 6827 6971 / Training hotline: 6827 6927

Email : evelyn_tan@snef.org.sg / trg@snef.org.sg