



Grammar on the Rocks™

How to Stay Afloat When you Communicate

(Half-Day Workshop)

Could bad grammar be sinking your career, or embarrassing your company? This half-day workshop shows you how to avoid the “rocks” of English grammar. You do not need to know everything. But you need to know which are “rocks” and which are not.

WORKSHOP MATERIALS

Each participant receives a detailed booklet that acts as a workbook during the program, and as an easy-to-use reference afterwards. Information includes a self-assessment, easy-to-use reference summaries, and a recommended reading list.

CORE PROGRAM

Key Topics

- How to avoid the top 12 grammatical mistakes
- What mistakes may embarrass you!
- Fine points that you need to know
- Sources for solving grammatical challenges
- Drills, practice, tips, shortcuts

Designed for employees of every level looking for a refresher on their grammatical skills.

- By the end of the session, participants will be able to recognize three types of “Grammatical Rocks”:

- 1. Major Rocks that will Sink you** - and your career, if not your company’s credibility.
- 2. Minor Rocks that may Sink you** - so you can scurry off to your reference books, if you are not sure.
- 3. Submerged Rocks** - representing fine grammatical points, which even experts often look up.

Participants are not expected to know every rule, but they will learn which rocks they can handle instantly.

Typical Quandaries Covered

Plurals - Which is Correct?

- 1990’s or 1990s
- 7’s or 7s
- B&B’s or B&Bs
- Computer’s or computers
- Do’s and don’t’s or Dos and don’ts
- Pdf’s or PDFs or PDF’s
- Pro’s and con’s or pros and cons or pros and cons
- Stereos or stereo’s

Possessives - Which is Correct?

- John (Smith’s/Smiths’/Smiths) report
- The company and (it’s/its/its’) staff

Punctuation and Stylistic Review:

- Can you start a sentence with And or But?
- How do you punctuate a list?
- What’s the difference between a semi-colon and colon?
- Which is correct: To go boldly; or to boldly go?

Other Quandaries that Cause Debate:

- If I (was/were) Bill Gates.
- He is coming over to see you and (I/me).
- Joe and (I/me) were late.
- Please do not hesitate to contact (I/me/myself).
- This report was produced by (I/me/myself) and Sara.
- Invite (whoever/whomever) you wish.
- She is the candidate (who/whom) we hope to hire.
- The changes will (affect/effect) everyone.
- We’d like you to (practice/practise) the techniques immediately.
- Please send the (enquiry/inquiry) directly to me

See www.mdctraining.ca for dates, location and registration fees. Also available in-company for groups.

(Testimonials upon request)