

# Grammar for Effective Business Correspondence



## About The Workshop

Creating written documents reveals so much about you and your business skills. This workshop helps participants on how to write effective, accurate and grammar-error free business correspondence. Participants will receive a comprehensive workbook with useful and practical tips on Effective Business Correspondence.

## Methodology

Presentations, Q&A, quizzes, games, individual exercises and group work.

## Who Should Attend

- Managers
- Executives
- Administrators
- Secretaries
- All professionals who want to write better business correspondence.

## Venue

JE-KL  
A-12-1 & A-12-2 ,  
Wisma HB Megan Avenue II,  
12, Jalan Yap Kwan Seng,  
50450 Kuala Lumpur.

## Registration

Please contact :  
**Zeti Aziz** at 03-6203 3532 or via e-mail to  
[zeti.aziz@els.edu.my](mailto:zeti.aziz@els.edu.my).

## Course Content

### **Module A: Parts of Speech**

Verbs  
Nouns  
Pronouns  
Adjectives  
Adverbs  
Prepositions  
Conjunctions  
Interjections

### **Module B: Sentence Structure**

Parts of Sentences  
Subject Verb Agreement  
Parallelism  
Common Sentence Errors  
Functions of Sentences  
Types of Sentence Structures

### **Module C: Punctuation**

Terminal Punctuation  
Primary Internal Punctuation  
Secondary Internal Punctuation

### **Module D: Style**

Numbers  
Capitalization  
Word Division  
Abbreviations

### **Module E: Word Usage**

Misused words  
Confusing words