

GRAMMAR FOR BUSINESS & CORPORATE WRITING

Forgotten the grammar you learnt in school? Not sure if the emails, letters, reports you produce are grammatically correct? This course will show you how to rectify your grammatical errors.

Our Objectives

We aim to show you how to

- correct common grammatical errors made in business and corporate writing
- edit your emails, letters and reports accurately

Your Profile

This course is suitable for managers, professionals, executives and all who want to hone their grammar and edit their writing for grammatical correctness.

Your Results

At the end of this workshop, you will be able to spot and correct errors in

- grammar, such as tenses, subject-verb agreement, active/passive voice
- sentence construction (faulty syntax)
- mechanics, such as spelling and punctuation
- style and tone (e.g. wordiness, abstraction, dangling participles, ambiguity, etc)

Our Methods

This practical workshop will include

- analysis of samples
- hands-on exercises
- individual and group work
- class discussions and feedback

Our Trainers

Our trainers are all qualified and very experienced Singapore Polytechnic lecturers with specialised language training qualifications.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC
BUSINESS COMMUNICATION CENTRE**

Course Enquiry

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