



LIVE SEMINAR

Mistake-Free Grammar & Proofreading



THIS SEMINAR AT A GLANCE:

- The grammar rules every professional must know
- All about capitalization and punctuation
- Painless proofreading
- Techniques for finding errors in numbers, prices, codes, dates, etc.
- Six key rules for subject-verb agreement
- Commonly misused words and how to use them correctly
- The right way to present numbers

You'll get it all in one day... and you'll learn it in such a way that you'll never forget it.

Mistake-Free Grammar & Proofreading

S E M I N A R S U M M A R Y



“Made proofreading and grammar fun (Is that possible?).”

— H. Cope, secretary, Solutions Inc.

You bet it's possible! *Mistake-Free Grammar & Proofreading* is nothing like the grammar classes in school. This workshop is really fun. It's exciting, engaging and truly effective in refreshing

Who should attend?

This training is critical for people who want their written communication to be letter-perfect. It's ideal for managers, secretaries, technical writers, editors and proofreaders who:

- Have never received training in these core skills
- Have been out of school for a while and need to brush up
- Use English as their second language

Mistake-Free Grammar & Proofreading is designed according to the latest research on how adults learn. It's fast-moving, so you stay interested. It's engaging, so you learn by doing. And it's fun, so you happily give it your all. In this high-energy training, you'll try your luck with Blue Ribbon Bingo . . . polish your usage skills with Grammar Bull's Eye . . . and “question the answers” with Punctuation Jeopardy.

The result? The information comes alive for you. You easily see the practical applications. And it sticks with you in a way that traditional “book learning” never can.

Just to prove it, you'll review your comprehension of grammar at the end of the day. You'll be amazed at how much — and how well — you've learned.

PROGRAM AGENDA

Basics of proofreading

1. How to increase your proofreading speed — without sacrificing accuracy
2. Are you an editor or a proofreader? How to determine which skill your job really requires
3. Ways to spot common typographical errors
4. How to correct writing without changing the meaning
5. Tricks for finding duplicate words and left-out letters
6. Secrets for overcoming monotony and staying alert when proofreading
7. How to create distance from your work so you can catch your own errors
8. Why proofing with a partner increases accuracy
9. An ingenious way to proofread numbers

Rules to remember

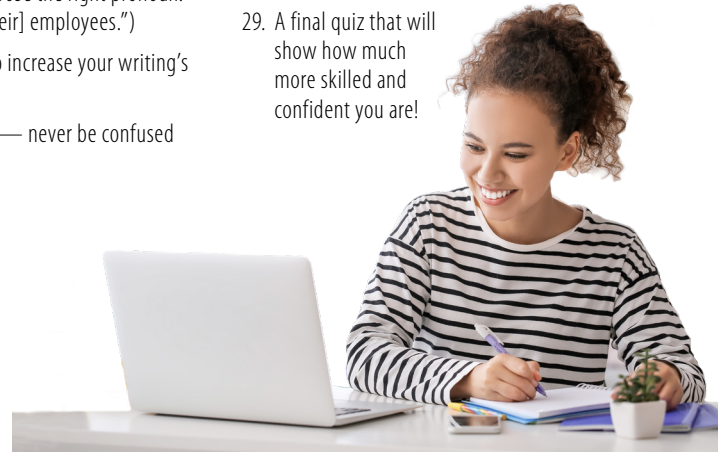
10. A review of basic grammar skills
11. Do you remember the parts of speech and their uses? A quick refresher will remind you
12. How to fix run-on sentences
13. The rules of subject-verb agreement
14. How to avoid sexist language
15. Noun-pronoun agreement (Choose the right pronoun: “The company supports [its/their] employees.”)
16. Active vs. passive voice: how to increase your writing's impact
17. Who vs. whom; me vs. myself — never be confused again!

Punctuation

18. The six most frequently missed rules for using commas
19. How to use semicolons to improve the flow of your sentences
20. How and when to use colons
21. When you should use quotation marks — and when you shouldn't (By the way, does the period go inside or outside the quotation marks?)
22. Where to place apostrophes in words ending in “s”
23. Dashes and parentheses (Did you know they are opposites?)

Usage and form

24. When to use further/farther; affect/effect; pour/pore; and other frequently misused words
25. How to use your word processor's spell-check correctly — and when you can't rely on it
26. 150 commonly misspelled words (a take-home list you'll use often!)
27. Capitalization rules (Accounting Department or accounting department? The Marketing Director or the marketing director?)
28. When to use numbers and when to use words (50 or fifty?)
29. A final quiz that will show how much more skilled and confident you are!



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