

# Grammar Skills

Course Length: 1 Day

**Prerequisites:** None.

**Course Objectives:** After completing this course, students will know how to:

- ◆ Define grammar and discuss its importance; and correctly use different forms of nouns and verbs.
- ◆ Identify the roles of pronouns, adjectives, and adverbs.
- ◆ Define the use of prepositional phrases, conjunctions and interjections.
- ◆ Write effective sentences by identifying sentence elements, correctly using phrases and clauses, and understanding sentence classifications.
- ◆ Write sentences that follow the subject-verb agreement rule and are parallel in structure.
- ◆ Improve sentence structure by fixing sentence fragments, avoiding run-on sentences, writing in active voice and avoiding split infinitives.
- ◆ Choose appropriate words for clear communication by avoiding redundant and slang expressions, frequently misused words, spelling errors; and attach prefixes and suffixes to words.
- ◆ Punctuate sentences properly by using commas, parentheses, apostrophes, quotation marks, and other marks; apply capitalization rules and guidelines for spelling out numbers and dates.
- ◆ Differentiate between synonyms and antonyms; and recognize and use homonyms.

## Course Content

### Unit 1: The importance of grammar

Students will **define grammar** as the study of the proper use of language. They will discuss the benefits of grammatically correct business documents, and the importance of knowing the **levels of grammatical organization**. Students will identify **nouns** and the **plural** and **possessive** noun forms. They will define **verbs**; examine **simple verb tenses** and classify verbs as **transitive, intransitive, linking** and **auxiliary**. They will explore the different verb forms: **present** and **past participles, progressive** and **perfect verb tenses, regular** and **irregular** verbs. Finally, students will learn how verbs are used as **participles, gerunds** and **infinitives**.

**Topic A:** Grammar skills

**Topic B:** Nouns and verbs

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*If you have any questions about this course, please call CompuTrain at (713) 349-9186.*

## Unit 2: Pronouns, adjectives, and adverbs

The seven **pronoun categories** will be covered in this unit. In addition, students will examine the three categories of personal pronouns: **first-, second-, and third person pronouns**. Students will identify and use **nominative, objective, and possessive pronoun cases**. They will also correctly identify and use **compound personal pronouns**. They will use **adjectives and adverbs** to provide more detail and description for nouns and verbs. They will learn about the four types of adjectives: **descriptive, limiting, predicated, and nouns as adjectives**. They will also create the **positive, comparative, and superlative degrees of adjectives and adverbs**.

**Topic A:** Pronouns

**Topic B:** Adjectives and adverbs

## Unit 3: Prepositions, conjunctions, and interjections

Student will define **prepositions and prepositional phrases**. They will learn that prepositions and prepositional phrases provide more description and can modify nouns, verbs and adjectives in a sentence. They define **conjunctions** as connector words in a sentence. Finally, students will identify **interjections** and will learn that they add emotion and exclamation to the written sentences.

**Topic A:** Prepositions

**Topic B:** Conjunctions

**Topic C:** Interjections

## Unit 4: Effective sentences

Students will identify four types of sentences as **declarative, interrogative, imperative and exclamative**. They will define the natural order of sentences as "**subject-verb-complement**." They will use **simple, complete and compound subjects and predicates**. They will define **prepositional, verb, participial, infinitive, and gerund phrases**. They will also identify **independent and dependent clauses** and classify sentences as one of the following types: **simple, compound, complex and compound-complex**.

**Topic A:** Sentence formation

**Topic B:** Phrases and clauses

**Topic C:** Sentence classifications

## Unit 5: Agreement rules

Students will learn the **subject -verb agreement rule**. They will discuss **groups of nouns** that look plural but act singularly. They will also use **compound subjects** with the appropriate verb agreement and create sentences with **parallel structure**.

**Topic A:** Subject and verb agreement

**Topic B:** Parallel sentence structure

## Unit 6: Improving sentence structure

Students will define **sentence fragments** as incomplete sentences that have been punctuated as if they were complete. They will learn to correct **run-on sentences** and how to change **passive voice** to **active voice**. They will define **infinitive verbs** and **split infinitives**. They will also discuss some general guidelines for writing correct, effective sentences.

**Topic A:** Sentence fragments

**Topic B:** Run-on sentences

**Topic C:** Active and passive voice

**Topic D:** Split infinitives

## Unit 7: Word choice

Students will discuss the three types of words to use in communication as words with **specific meanings**, **familiar words**, and **words with the appropriate connotation**. They will also learn to **avoid using redundant and slang expressions**. Students will examine some of the words that are frequently misused, or mistakenly interchanged with each other. They will fix common spelling errors. They will also attach prefixes and suffixes to words.

**Topic A:** The importance of word choice

**Topic B:** Misused words

**Topic C:** Spelling errors

**Topic D:** Prefixes and suffixes

## Unit 8: Punctuation and mechanics

Students will punctuate clauses in sentences by using **commas**, **semicolons**, **colons** and **dashes**. They will differentiate between **parentheses** and **brackets** for setting off phrases in a sentence and identify when to use **apostrophes** and **hyphens**. They will discuss when to use **quotation marks** and **ellipses** and how to add punctuation around them. They will also examine the use of **italics** to emphasize words or to distinguish them as titles of books, plays and poems. Students will identify when words that indicate **numbers**, **monetary amounts**, and **dates** and **times** need to be spelled out. Finally, they will examine the general **capitalization rules** and the rules for **capitalizing proper nouns** and **titles**.

**Topic A:** Punctuation to separate clauses

**Topic B:** Parentheses and apostrophes

**Topic C:** Quotation marks and numbers

**Topic D:** Capitalization rules

## Unit 9: Synonyms, antonyms, and homonyms

Students will learn that **synonyms** are words that mean the same and can be used to avoid redundancy. They will learn that **antonyms** are words that have opposite meanings. They will identify **homonyms** and learn how to differentiate between commonly confused homonyms.

**Topic A:** Synonyms and antonyms

**Topic B:** Homonyms