

Say good-bye to costly grammar mistakes that ruin your credibility.



Business Grammar & Proofreading

A Crash Course for Busy Professionals

Get up to speed on:

- That vs. which
- Me vs. I
- Proofreading tips
- Gender rules and pronouns
- New spelling updates (email vs. e-mail)
- Who vs. whom
- Effect vs. affect
- Out-of-date phrases
- It's vs. its
- Colons, semicolons, commas and parentheses
And more!

Dates & Locations

Grammar Mistakes Are More Than Just Embarrassing ...

It's not always fair but it's true: Grammar mistakes reflect poorly on your credibility and your professionalism. So when you make an error, you're telling the world that you are far less capable than you really are. In fact, a survey of CEOs and human resources managers found that weak writing and grammar skills could even put employees at risk of losing their jobs.

Clear, effective, grammatically correct communication, on the other hand, is considered a sign of competence and intelligence. Don't take the chance of tarnishing your reputation. Get the writing and grammar brushup you know you need.

Learn Dozens of Tricks for Remembering Grammar Rules

Business Grammar & Proofreading is a new one-day workshop that features a phenomenal "no-fear approach" to business grammar and proofreading skills. This skill-packed program has been designed for busy professionals like you who want a superfast, easy way to brush up on grammar, spelling, proofreading and business usage.

Packed with tips, tricks and easy-to-remember techniques, this workshop is a must-attend event for you if any part of your job involves communicating in writing. Whether you prepare formal business reports, proofread business letters, send email to customers or clients, or jot memos to your boss, the skills you'll learn will add professional polish—and accuracy—to every sentence you write!

Four Benefits of Attending This Workshop

- 1 Learn the newest standards for business usage, including nonsexist language
- 2 Avoid making embarrassing written errors that could damage your credibility
- 3 Proofread like a pro
- 4 Continue to improve your skills with your take-home desktop reference

Enroll online at

NationalSeminarsTraining.com/GPRF

or call **1-800-258-7246**.



Bring This Course to Your Organization

If you have multiple employees who could benefit from this training, consider bringing it on-site to your organization. Our Enterprise Learning Solutions team can tailor any program to meet your unique needs and core competencies. Learn more at **NationalSeminarsTraining.com/CorporateTraining** or contact a training specialist at **1-800-344-4613**.

Test Your Knowledge*

Circle the correct answer.

1. I asked Barbara, and she didn't know (who, whom) to contact.
2. Each employee is responsible for returning (his/her, their) forms.
3. Manuel was interrupted by the alpha team. (Is this active voice or passive voice?)
4. I will be in touch with the (manager, Manager).
5. Central office needs (fifty-one, 51) notebooks by (3, three) o'clock.

Add the appropriate punctuation to the following.

6. Johansson thinks there will be a big crowd however I don't agree
7. I believe its in Vincens cubicle
8. Martin took the over the top presentation to the boss
9. My favorite song is Sailing
10. Sharon asked them to bring a manual a keyboard and a calculator

Correct the following.

11. There is 3 good reasons; I asked you, Josh asked you and Sandra asked you.
12. He walked passed my office and when I called out to him he kept walking.
13. Margo told them they would be written up, nevertheless they ignored her.
14. I put it in the "tickler file". Look for it in their.
15. I wish I knew if I was going to the meeting.

If you missed even one question, you're at risk for letting embarrassing mistakes slip into your work—and damage your credibility. Enroll in this workshop today and gain the skills and confidence you need to produce error-free business communications that get the results you want.

**Answers are inside.*

National Seminars Training—30 Years of Training and Development

When results matter, you want a training partner that you can rely on. For three decades, NST has provided new ideas ... answers to tough challenges ... and legal updates to business professionals across the United States. A recognized leader in training and development, NST offers over 6,000 workshops and over 180 live Webinars each year.

Each year over 122,000 associates and over 46,000 managers turn to NST for solutions to the challenges they face. Every course offered by NST is developed by a team of experts with decades of real-world experience. So you can count on getting relevant information and career-building skills from a trainer who knows what's going on in today's world.

Workshop Outline

Workshop Hours: 9 a.m. to 4 p.m. Registration begins at 8:15 a.m.

Out With the Old Business Communication Rules and in With the New!

- Still clinging to old business writing and usage ideas? Professional examples of how modern written business communication should sound
- Why a casual, friendly tone is key to contemporary business communication
- Strategies for eliminating stiff, formal language and avoiding wordiness
- Understanding why concise communication is imperative today, whether you're writing a formal report or an email
- Most-often misused words in business documents, including words that don't exist

Must-know Grammar Basics for Blunder-free Writing

- Image-crippling mistakes to avoid: Grammar blunders professionals most frequently make
- What a misplaced modifier is and how it can wreak havoc with your meaning
- A simple way to make sure your subjects and verbs agree—guaranteed!
- *That's up to you and I* or *That's up to you and me?* How to choose the right pronoun
- Handy grammar resources that will provide answers to even your trickiest questions

Smart Ways to Rev Up Your Sentences—and Polish Your Professional Image!

- How to use active verbs and voice to communicate more powerfully
- Wake up your readers by slashing adjectives and dumping unnecessary adverbs

- Tips for using varying sentence patterns and sentence lengths to express your ideas
- Less is more: How-to's for trimming the fat from your documents
- Pointers for adding zing to your written communication

Handy Cheat Sheets for Capitalization, Numbers and Abbreviations

- The 10 Commandments of Capitalization for business communication
- Rules for capitalizing professional titles and names of things
- The Rule of 10 for spelling numbers and expressing them in figures
- When—and how—to abbreviate and when to spell it out

Punctuation Made Easy for the Semicolon-challenged!

- Punctuation mistakes that are instant credibility killers—ones you'll never make again!
- Avoid “comma-itis” by knowing when a comma is essential
- Easy ways to keep semicolons and commas straight
- Correctly using apostrophe-s or s-apostrophe to keep your meaning clear
- When (and why) to use parentheses
- Understanding when you need quotation marks and how to use them with other punctuation
- Punctuation rules that were made to be broken and when it's a good idea to break them

Quiz Answers

1. I asked Barbara, and she didn't know (whom) to contact.
2. Each employee is responsible for returning (his/her) forms.
3. Manuel was interrupted by the alpha team. (passive voice)
4. I will be in touch with the (manager).
5. Central office needs (51) notebooks by (three) o'clock.
6. Johansson thinks there will be a big crowd; however, I don't agree.
7. I believe it's in Vince's cubicle.
8. Martin took the over-the-top presentation to the boss.
9. My favorite song is “Sailing.”
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Secrets of Goof-proof Spelling

- A list to keep at hand from now on: The 100 most-often misspelled words in business communication
- 5 golden spelling rules every professional should memorize
- “Occuring” or “occurring”? The handy rule for adding word endings
- Examples of why you can’t rely on spell-check all the time

New Business Usage Standards: RIP to “Dear Gentlemen”

- Guidelines for handling courtesy titles in business communication
- Fresh, new options for salutations in business correspondence
- Nonsexist alternatives guaranteed to help you steer clear of offensive language
- Solutions to gender-based pronoun problems
- Pet phrases and outdated words that need to be put out to pasture

Proofread Like a Pro to Catch Embarrassing Errors Before They “Go Public”

- Tips for proofreading quickly without sacrificing accuracy
- Visual tricks that will help you catch hard-to-find errors, such as duplicate words and omitted letters
- How to proofread numbers with 100 percent accuracy every time
- A proofreading checklist that will serve as your safety net so you can rest easy, knowing you’ve caught every error

It’s easy to enroll!



Register online at
NationalSeminarsTraining.com/GPRF



Call toll-free 1-800-258-7246

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group discount: When three enroll from your organization, a fourth may attend for FREE! Group discounts apply to seminar registrations only and cannot be used for STAR12 or on-demand seminars.

STAR12 Professional Edition—only \$499*: STAR12 entitles you to unlimited access to all NST seminars (retail priced \$399 or less) + Webinars, online courses and more for 12 months. Enroll today at joinSTAR12.com.

**Plus tax where applicable*

Check-in begins at 8:15 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellations and substitutions. Cancellations received up to five working days before the seminar are refundable, minus a \$10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don’t cancel and don’t attend, you are still responsible for payment. Substitutions may be made at any time.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what’s required. You may also call us at 1-800-258-7246 for additional assistance.

Tax deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.



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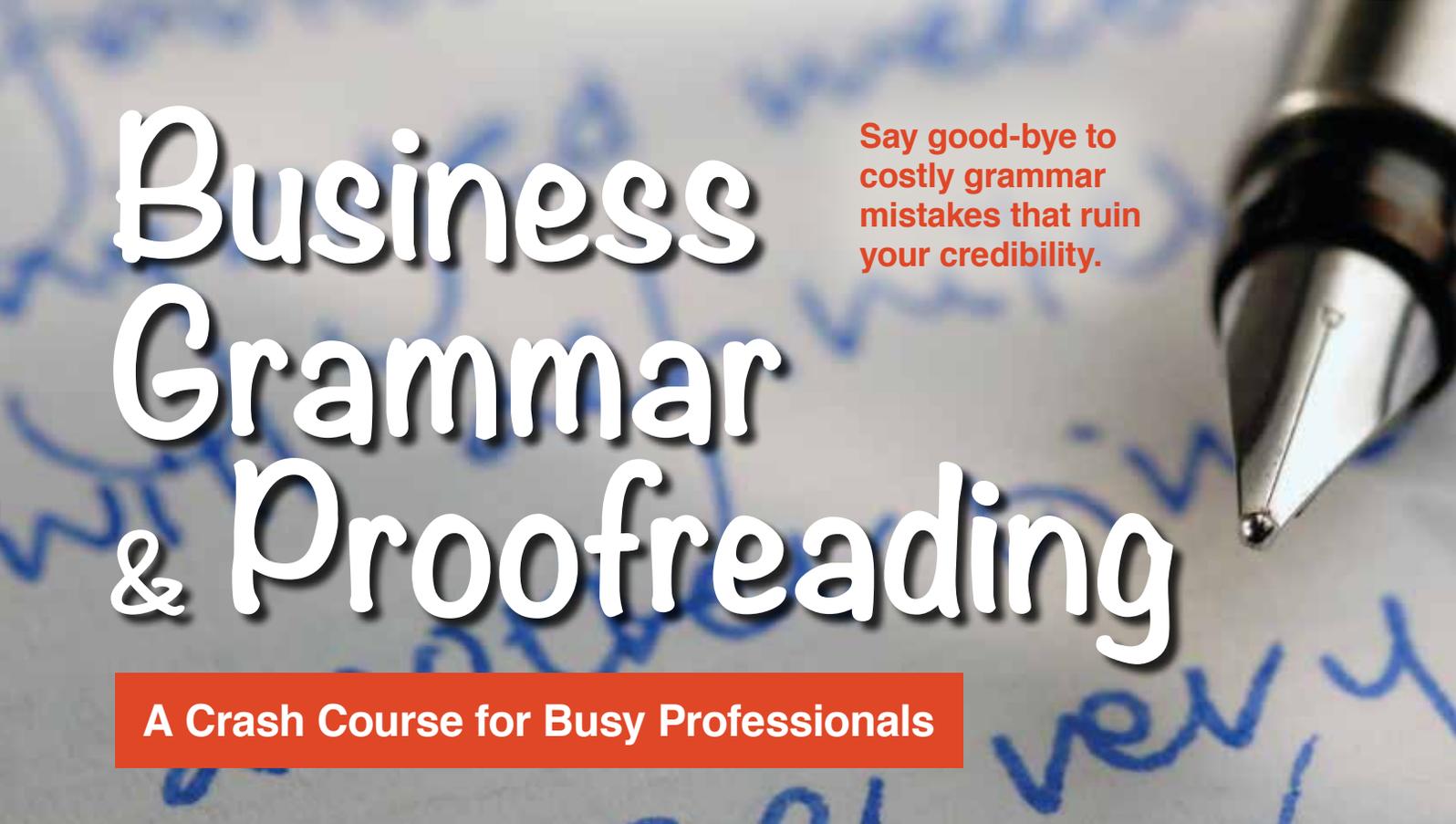
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A close-up photograph of a fountain pen tip resting on a document. The document has blue ink scribbles and the word "very" is partially visible. The pen is black and silver.

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costly grammar
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