C O U R S E   F E A T U R E S

English Grammar for Business

Course Overview

The CBP™ English Grammar for Business certification equips the business professional with the knowledge and skills necessary to excel in business writing in any industry.

The CBP™ English Grammar for Business certification course includes an overview of grammar rules, an examination of common errors, and an exploration of employing grammatical skills into various aspects of business writing.

Who Should Attend?

This course is recommended for all career-minded individuals and for those who are seeking to improve their skills in English grammar in order to communicate more clearly, professionally, and effectively.

Prerequisites

This course requires that students meet the following prerequisites:

1. The candidate must have a commitment to the pursuit of excellence.

2. The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

What Students Will Receive

Students will receive an official course manual for post class reference and review.

Certification Preparation

This course prepares candidates to sit, or take, the Certified Business Professional exam – **E40-710**

Follow-up Courses

- Business Management
- Marketing
- Customer Service
- Sales
- Project Management

- Leadership
- Tourism and Hospitality
- Business Communication
- Computer Technology Specialist
- Business Etiquette

Course Outline: CBP™ English Grammar for Business

Module 1: The Importance of Grammar in Business

- ☐ Establish Credibility
- ☐ Maintain Clarity

Module 2: Common Grammatical Mistakes in Business Writing

- ☐ I vs. Me
- ☐ i.e. vs. e.g.
- ☐ Write for Clarity
- ☐ Know your Audience
- ☐ Dos and Don'ts of Jargon
- ☐ Be Concise
- ☐ Use Simple Words
- ☐ Avoid the Passive Voice
- ☐ Avoid Hyperbole

Module 3: Proper Sentence Structure

- ☐ Simple
- ☐ Compound
- ☐ Complex
- ☐ Compound-Complex
- ☐ Subject-Verb Agreement
- ☐ Parallelism
- ☐ Tense
- ☐ Six Troublesome Verbs
- ☐ Conditionals

Module 4: Complete Versus Incomplete Sentences

- ☐ Fragments
- ☐ Run-ons

Module 5: Common Mistakes in Punctuation

- ☐ Comma Rules
- ☐ Comma Misuse
- ☐ Misused Apostrophes
- ☐ Its vs. It's
- ☐ Semicolons
- ☐ Quotation Marks
- ☐ Nonessential Elements

Module 6: Commonly Misused Words

- ☐ Adverse vs. Averse
- ☐ Affect vs. Effect
- ☐ Comprise vs. Compose
- ☐ Continual vs. Continuous
- ☐ Effective vs. Effectual vs. Efficient
- ☐ Imply vs. Infer

Module 7: Nouns, Pronouns, and Adjectives

- ☐ Nouns
- ☐ Pronouns
- ☐ Adjectives

Module 8: Verbs and Adverbs

- ☐ Verbs
- ☐ Transitive Verbs
- ☐ Intransitive Verbs
- ☐ Active Voice
- ☐ Passive Voice
- ☐ Adverbs

Module 9: Prepositions

- ☐ Common Prepositions
- ☐ Prepositional Phrases

Module 10: Writing Styles

- ☐ Writer's Voice
- ☐ Wordiness
- ☐ Clichés
- ☐ Redundancy
- ☐ Brand Voice

Module 11: Grammatical Leniency in Business

- ☐ Grammatical Flexibility
- ☐ Slang
- ☐ Poetic License
- ☐ Humor