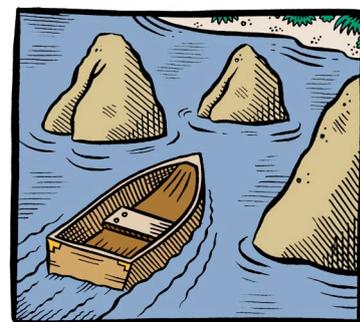


# Grammar on the Rocks™

Know how to navigate your  
way through the hazards



## EXECUTIVE SUMMARY

**C**ould bad grammar be embarrassing your organisation or limiting, even sinking, your career?

**I**magine you sit in a boat rowing to the shore. Ahead of you lie rocks. Some you can easily clear. Some will sink you. These are the rocks of English grammar.

**G**rammar on the Rocks™ is a lively half-day workshop that will help you navigate these risky waters and reach your destination – polished, professional communication – in one piece.

## WORKSHOP LOGISTICS

### DURATION

0.5 day  
or Keynote session

### MATERIALS

Each participant receives a detailed booklet that acts as a workbook during the program, and as an easy-to-use reference afterwards.

Information includes a self-assessment, easy-to-use reference summaries, and a recommended reading list.

### FORMAT

Workshops of 8-25 participants  
Coaching one-to-one  
Corporate events

## WHO IS IT FOR?

If you feel that you 'sell' yourself, your department or your organisation through your writing - but are not 100% sure on some of the key rules of English grammar, then this programme can help.

Grammar on the Rocks™ answers many of the nagging questions business writers face:

- When do I use a semicolon, and why?
- Which spelling means main – principle or principal?
- Does the comma go inside the close quotation mark or outside?
- Can I ever start a sentence with And or But?
- Is it acceptable to end a sentence with a preposition occasionally?

This workshop uses many examples to highlight lesser-known grammatical points, as well as shows why a rule exists and how it applies to other situations.

## WHAT WILL I BE ABLE TO DO AFTER PARTICIPATING?

*You will be better able to:*

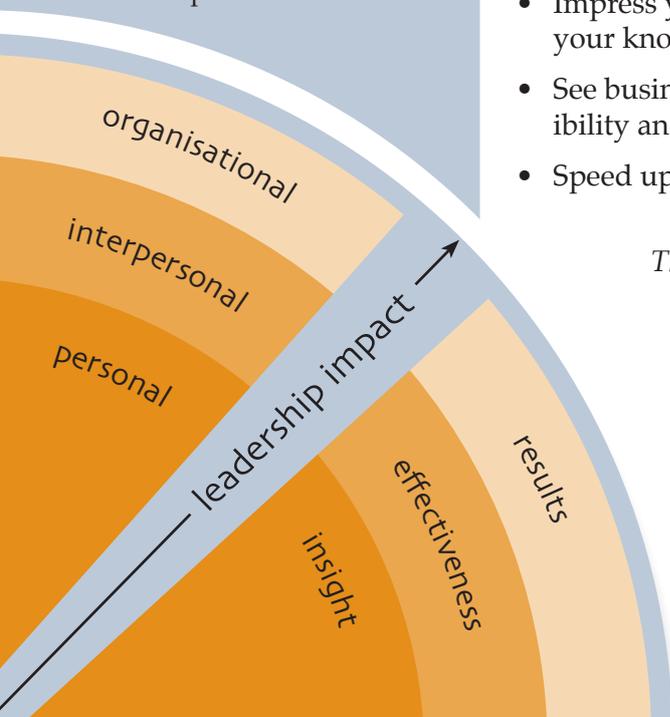
- Impress your clients, colleagues and superiors with error-free writing, and your knowledge of key elements of English grammar
- See business results from your improved grammar (or rather, not lose credibility and business from simple errors)
- Speed up your ability to write and edit

*The Core Programme is described in more detail on the next page*

At businessfruit we are passionate about helping you deliver results. We provide powerful, practical and globally-proven workshops on a local, regional or worldwide basis - workshops that help you drive lasting improvements in personal, team and organisational performance.

To find out more about this workshop and our other programmes:

1. email businessfruit at: [info@businessfruit.com](mailto:info@businessfruit.com)
2. phone Hywel Thomas at businessfruit on: +32.476.611.317
3. visit our web site at [www.businessfruit.com](http://www.businessfruit.com), and 'contact us'



## CORE PROGRAMME

- Introduction: Avoiding the Rocks
  
- **A Refresher on the Building Blocks**
  - Nouns
  - Verbs
  - Adjectives, Adverbs, Prepositions, Pronouns
  
- **Must Know! (Major Rocks)**

A detailed review of the most common mistakes in English grammar

  - Apostrophes
  - Plurals
  - Subject-Verb Agreement
  
- **Nice to Know (Minor Rocks)**

These may be nice to know — but they are among the most common challenges and a source of confusion

  - Colon
  - Semicolon
  - Punctuation of Lists
  - Was/Were
  - I/Me/Myself
  - Which/That
  - That/Which/Who
  - Who/Whom
  - Hyphen Usage (Compound Adjectives)
  - And/But (At start of a sentence)
  - Ellipsis (...)
  - Full stop (period) inside or outside “quotes”?
  - Similar but Different
  
- **Fine Points (Submerged Rocks)**
  - Preposition at the end of a sentence?
  - Can you use a Split Infinitive?

