



Cathy Wilcox Training

Brush up your grammar and punctuation

What's it about?

Mistakes in grammar and punctuation are embarrassing, create a poor impression and can cost your business money. We will fill the gaps in your knowledge, boost your confidence, debunk some myths, and answer all your questions. By the end of the course, you'll have the tools to ensure that your meaning is clear, and that readers don't lose confidence in you because of common mistakes.

What does it cover?

- Why correct grammar and punctuation matter
- Key grammatical terms
- Sentence structure
- Clearing up common confusions
- Commas, apostrophes, hyphens and other punctuation
- Use of capital letters
- Spelling

We reinforce the learning by giving you plenty of practice. This is a sensitive area for some people, so we've made all the exercises individual rather than in groups. Nobody will put you on the spot, and it won't be like being back at school. We'll demystify everything and put it into a business context, but without using too much jargon. You'll take away a handy grammar guide that summarises everything you've learnt.

What do people think of the course?

"The most informative, engaging and helpful training session that I have been on for years. It was clearly presented and there was an excellent balance in being given exercises to complete, without feeling threatened, and being given clear guidance by the presenter. The notes were excellent too. It is really helpful to have additional materials to refer to."

"Told me lots I didn't know. Should be compulsory. We have made it so for our team."

"The pace was excellent; we kept moving throughout. It was also nicely broken up with exercises, but no one felt under pressure to get the answers right, which facilitated a comfortable working/ learning environment."

"I thought Cathy was fantastic; very engaging and easy to understand."