

Dramatic Grammatics

Duration: 1 day

Overview:

At the very best, poor grammar can have 'you' be considered as being sloppy. It is unfortunate, but many people still judge people's competence on their written output because it is on record. A commercial enterprise can suffer in many areas because of this; efficiency, customer retention and reputation, to name a few. 'Dramatic Grammatics' has been designed to make the process of learning (or re-learning in some cases) grammar fun and user-friendly. The courses uses the metaphor of theatre to teach the fundamental grammar needed to write well for business. Participants will learn how to improve business writing skills by understanding grammatical rules and where to apply them.

Target Audience:

This course is essential for anyone who has problems with the fundamentals of well-constructed and grammatically correct sentences. This is especially if such a person corresponds on behalf of his/her organisation to external parties, but those needing clear internal written communications will also benefit. Executive Assistants, Customer Service Officers, Supervisors, Sales People and Managers.

At Course completion:

Upon successful completion of this course, students will be able to be clearer, be correct, save misunderstanding through ambiguity, create a positive professional reputation, be more productive by avoiding rewriting.

Act I: Direction

- What to avoid and achieve today!
- Scene One: The Drama
- Scene Two: The Tragedy
- Scene Three: The Comedy
- Performance
- Scene Four: Your objectives for today

Act II: The Players

- Parts of Speech
- Scene One: The Main Cast
- Scene Two: Understudies
- Scene Three: Props
- Performance
- Scene Four: Performers

Act III: The Star

- The Verb
- Scene One: Verb Agreement
- Performance
- Scene Two: Active and Passive Verbs
- Scene Three: Irregular vs regular verbs
- Scene Four: Verbals

Act IV: Auditioning the Cast

- Word Choice (put in re good better best)
- Inclusive Language
- Performance

Act V: The Stage

- Sentences
- Scene One: Phrases and Clauses
- Scene Two: Simple, Compound and Complex Sentences
- Performances
- Scene Three: Active Voice
- Scene Four: The Prompt
- Scene Five: Parallel Structure

Act VI: Stage Direction

- Punctuation
- Scene One: The Full Stop, Question Mark and Exclamation Mark
- Scene Two: The Comma
- Scene Three: The Semi Colon
- Scene Four: The Colon
- Scene Five: The Apostrophe
- Scene Six: Less use marks
- Performance

Act VII: The Whole Theatre

- The Paragraph
- Performance

Act VIII: Epilogue

- Setting the scene for future success