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
- 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
- It’s 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. Inter

### 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