



Grammar Skills

Course Description

Course Objectives: After completing this course, students will know how to:

- Define grammar and discuss its importance; and correctly use different forms of nouns and verbs.
- Identify the roles of pronouns, adjectives, and adverbs.
- Define the use of prepositional phrases, conjunctions and interjections.
- Write effective sentences by identifying sentence elements, correctly using phrases and clauses, and understanding sentence classifications.
- Write sentences that follow the subject-verb agreement rule and are parallel in structure.
- Improve sentence structure by fixing sentence fragments, avoiding run-on sentences, writing in active voice and avoiding split infinitives.
- Choose appropriate words for clear communication by avoiding redundant and slang expressions, frequently misused words, spelling errors; and attach prefixes and suffixes to words.
- Punctuate sentences properly by using commas, parentheses, apostrophes, quotation marks, and other marks; apply capitalization rules and guidelines for spelling out numbers and dates.
- Differentiate between synonyms and antonyms; and recognize and use homonyms.

Course Content

Unit 1: The importance of grammar

- **Topic A:** Grammar skills
- **Topic B:** Nouns and verbs

Unit 2: Pronouns, adjectives, and adverbs

- **Topic A:** Pronouns
- **Topic B:** Adjectives and adverbs

Unit 3: Prepositions, conjunctions, and interjections

- **Topic A:** Prepositions
- **Topic B:** Conjunctions
- **Topic C:** Interjections

Unit 4: Effective sentences

- **Topic A:** Sentence formation
- **Topic B:** Phrases and clauses
- **Topic C:** Sentence classifications

Unit 5: Agreement rules

- **Topic A:** Subject and verb agreement
- **Topic B:** Parallel sentence structure

Unit 6: Improving sentence structure

- **Topic A:** Sentence fragments
- **Topic B:** Run-on sentences
- **Topic C:** Active and passive voice
- **Topic D:** Split infinitives

Unit 7: Word choice

- **Topic A:** The importance of word choice
- **Topic B:** Misused words
- **Topic C:** Spelling errors
- **Topic D:** Prefixes and suffixes

Unit 8: Punctuation and mechanics

- **Topic A:** Punctuation to separate clauses
- **Topic B:** Parentheses and apostrophes
- **Topic C:** Quotation marks and numbers
- **Topic D:** Capitalization rules

Unit 9: Synonyms, antonyms, and homonyms

- **Topic A:** Synonyms and antonyms
- **Topic B:** Homonyms