

# WOWplace® Grammar Workshop: Say What You Mean & Mean What You Say!

## 1.5-Day Training Outline

### **Day One**

#### *Section I: Grammar Basics & Tips*

The basic parts of speech: noun, pronoun, verb, adverb, infinitive, linking verb, adjective, modifier, preposition  
Punctuation basics: commas, colons, semi-colons, periods, dashes, hyphenation, quotation marks, and more!  
Personal pronouns: using them properly in the subject and as an object  
Using contractions: when, where and how (formal and informal writing)  
Double negatives: “*I don’t know nothing about that!*”

#### *Section II: Which is Which and What is That? Confusing Word Choices*

When to use “which”, “who” and “that”; to, too, and two; then and than - and other confusing choices  
Who versus whom; I versus me; they versus them: an easy “test” to determine which to use  
Plurals versus Possessives

#### *Section III: Using Numbers Properly*

When to use numerals and when to use words  
Numbers in formal and informal writing

#### *Section IV: Vocabulary-Building*

Little-used and foreign words you should know... and how to use them  
Variety, interest, and meaning: if you don’t know what it means, look it up!  
Metaphors and analogies

#### *Section V: Spelling Basics*

10 helpful spelling rules and tips  
Prefixes, suffixes, and roots  
Proper hyphenation  
Proper pronunciation can help you spell

#### *Section VI: Sentence Structure*

Subjects and Predicates and Verbs - Oh, my!  
Ending sentences with prepositions  
Run-on sentences: clauses, phrases, fragments and segments  
Dangling Participles  
Tense agreement: consistency with verb tense and person  
Help! I’ve misplaced my modifiers!

#### *Section VII: Using technology*

Spell-checkers and grammar checkers: use them, but don’t over-rely on them

### **Day Two**

#### *Section VIII: Reinforcement and Practice of Grammar and Spelling Concepts*

The value and necessity of editing: simplifying complex sentences  
The value and necessity of proofing  
Quizzes and interactive exercises and grammar games  
Valuable resources for future reference