## Objective
- The text is concerned with English usage that would prove acceptable in every way to the most critical reader or listener.
- Focus is made specifically on grammar, word usage, conciseness, clarity, punctuation, spelling, and dictionary study.
- Case study will be given in each chapter that will provide actual editing practice on a real business memo or letter.
- Collaborative learning exercises will be given to students that will provide an opportunity to work together in groups, hence provide learning and editing correctly.

## Course Contents

1. **Orientation – Understanding Grammar**
   - 1.1. A Preview of the Parts of Speech
   - 1.2. Worksheet Exercise

2. **Grammatical Sentences**
   - 2.1. Understanding Sentence Grammar
   - 2.2. Understanding Basic Sentences
   - 2.3. Classifying Sentences

3. **Case of Nouns and Pronouns**
   - 3.1. Compound Subjects and Complements
   - 3.2. Compound Subjects
   - 3.3. Use of Appositives
   - 3.4. Use of Gerund

4. **Verbs**
   - 4.1. Verbs Forms
   - 4.2. Tense
   - 4.3. Moods
   - 4.4. Voice
   - 4.5. Other Complication

5. **Agreements**
   - 5.1. Agreement between Subject and Verb
   - 5.2. Agreement between Pronouns and Antecedent

6. **Adjectives and Adverbs**
   - 6.1. Adjectives to Modify Nouns and Pronouns
   - 6.2. Adjectives to Link Verbs to Modify Subjects
   - 6.3. Short Forms of Adverbs
   - 6.4. Comparative and Superlative Forms

7. **Clear Sentences**
   - 7.1. Sentence Fragments
8. **Comma Splices and Fused Sentences**  
8.1. Pronoun Reference  
8.2. Shifts / Person / Number / Tense / Mood / Voice  
8.3. Misplaced and Dangling Modifiers  

9. **Effective Sentences**  
9.1. Using Coordination and Subordination  
9.2. Using Parallelism  
9.3. Emphasizing Main Ideas  
9.4. Achieving Variety  

10. **Punctuation Pointers**  
10.1. End Punctuation  
10.2. The Comma  
10.3. The Semicolon  
10.4. The Apostrophe  
10.5. Quotation Marks  
10.6. Other Punctuation Marks  

11. **Mechanics**  
11.1. Capitals  
11.2. Abbreviations  
11.3. Numbers  
11.4. Word Division  

**Recommended Books**  