



## Innovative Management & Professional Training

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## **CBP<sup>®</sup> ENGLISH GRAMMAR FOR BUSINESS**    **Duration: 30 Hours**

### **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.

### **Course Outline**

- The Importance of Business Grammar
- Common Grammatical Mistakes in Business Writing
- Proper Sentence Structure
- Complete Versus Incomplete Sentences
- Common Mistakes in Punctuation
- Commonly Misused Words
- Nouns, Pronouns, and Adjectives
- Verbs and Adverbs
- Prepositions
- Writing Styles
- Grammatical Leniency in Business

**Maximum Number of Participants: 20**