

No time to attend a course?

English Grammar ONLINE

Develop your writing skills in your own time at your own pace with this unique Online Programme

- ◆ Revise common rules and principles
- ◆ Fix sentence construction problems
- ◆ Make the right word choices
- ◆ Practise at your own pace
- ◆ Improve your writing confidence
- ◆ Enhance your professional image
- ◆ Reduce costly mistakes and miscommunication

The way you communicate gives an impression of you, but what kind of impression? Are you spending a lot of time wondering how to put your message across effectively? Does miscommunication happen because of poor grammar or punctuation errors? Do you find people are querying your messages or asking for clarification all the time?

Typical executives or managers spend approximately 20-25 per cent of their time writing. Yet writing is a skill that few people seek to improve. With so many emails to write and time being an issue, writing effectively can be very demanding, but the truth is that your writing skills can make a big difference to your efficiency, productivity and career success.

English Grammar ONLINE is a comprehensive, interactive, online programme that goes through all the main principles and rules that you need to apply in your writing. You will learn how to fix sentence construction problems and common grammatical errors; you'll learn about correct word choices; you'll clarify problems with spelling, punctuation and use of active voice. What's more, it will be explained in a way that doesn't make you feel like you're back at school.

After going through the fun, easy-to-use **English Grammar ONLINE** programme, you will be able to apply the techniques to transform your writing skills, increase the impact of your writing, and make a more professional impression on your readers. How fabulous is that?!



English Grammar ONLINE
costs only

USD115

(Bulk discounts available for corporate clients.)

MONEY BACK GUARANTEE

This programme has been sold and used in many countries all over the world. With hundreds of thousands of satisfied users, don't waste another moment.

"Very impressed! I was shocked at how much I learned in such a short time."

Katies Klarenaar,
Ambulance Service of NSW

"I have enjoyed participating in the programme and have found the program has improved my writing skills."

Paul Wood,
Department of Education,
Science and Training

This English Grammar ONLINE programme is specially designed for



ST Training Solutions

by



English Grammar ONLINE offers you the chance to revise the main grammatical rules at your own pace.

- ◆ 12 months access
- ◆ Easy to use
- ◆ Well supported
- ◆ In-built motivation strategies
- ◆ Summary reports
- ◆ Approximately 8 hours of study
- ◆ Interactive
- ◆ Printer-friendly course notes
- ◆ Completion certificates

English Grammar ONLINE

This programme comprises 4 courses, each containing a number of interactive lessons and assessment.

Course 1: Editing sentence construction
Lesson 1: Good sentence construction
Lesson 2: Parallel construct
Lesson 3: Use of active voice
Lesson 4: Appropriate and consistent tense
Lesson 5: Use of 1st, 2nd and 3rd person writing
Assessment: Sentence construction
Course 2: Correcting grammatical errors
Lesson 1: Pronoun reference agreement problems
Lesson 2: Subject verb agreement problems
Lesson 3: Vague pronoun and word problems
Assessment: Common grammatical errors

Course 3: Editing punctuation and case mistakes
Lesson 1: Use of apostrophes
Lesson 2: Use of commas
Lesson 3: Use of commonly used punctuation marks
Lesson 4: Use of question and exclamation marks
Lesson 5: Punctuation and case in shortened forms
Lesson 6: Punctuation and case in addresses
Lesson 7: Punctuation and case with brackets
Lesson 8: Punctuation and case with quotation marks
Lesson 9: Use of capitalisation in common and proper nouns
Assessment: Punctuation and case

Course 4: Checking word choices and spelling
Lesson 1: Word choices
Lesson 2: Sexist and politically correct words
Lesson 3: Spelling and typing errors
Assessment: Word choices and spelling

"I've noticed a dramatic improvement in the quality of my work. The knowledge gained is a tangible asset to my job."
Azalea Lee, NT Gas

REGISTRATION FORM FAX +65 6722 0739

YES, I would like to purchase this **English Grammar ONLINE** programme for USD115.
I understand that my money will be refunded in full if I don't feel I have learnt anything from the programme.

Name	Designation	Email

Contact Person / Approving Manager

Name		Email	
Designation		Fax	
Telephone			

Invoice To Be Sent To

Name		Email	
Designation		Fax	
Telephone			
Organisation			
Address			
Country		Postal Code	

Methods of Payment

CHEQUE OR BANK DRAFT
Please make your crossed cheque or bank draft payable to **ST Training Solutions Pte Ltd**, and mail to:
ST Training Solutions Pte Ltd
54 Duchess Avenue
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Singapore 269198

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Please quote reference STTS and your company's name in payment instructions:

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Please tick if you are using e-invoices, and state your department here (if applicable):