

PHILIP VASSALLO, ED.D.

WRITING MANAGEMENT, DESIGN, INSTRUCTION, AND ASSESSMENT

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Business Grammar

Audience	Administrative and support staff responsible for writing, editing, and proofreading work-related documents
Duration	One day
Description	This interactive program relies on individual and collaborative exercises designed to establish a foundation on which staff can build their grammar skills. Participants work on numerous exercises in sentence structure, pronoun and verb usage, word choice, and punctuation.
Scope	<ul style="list-style-type: none">• Identify the most frequent sentence problems• Correct commonly confused words• Distinguish among the complete range of verb tenses• Edit for proper punctuation and mechanics
Format	This course can be delivered in a paper or computer-assisted format.
Materials	<ul style="list-style-type: none">• <i>Business Grammar</i> course manual• <i>The Art of On-the-Job Writing</i> by Philip Vassallo
Enrollment	Limited to 12 participants
Consultant	Philip Vassallo, Ed.D.
Assessment	Pre-course customized <i>4S Writing</i> assessments of participant-submitted samples (add one-half consulting day)