

# Grammar at Work

## Why grammar matters

We don't often stop to think about the rules that hold our language together. Normally, we don't need to. But, even as native speakers of English, we don't always get it right.

Whether it's in a proposal for a major new contract, a letter to a client, or even a sales call, your command of language speaks volumes about you. A good grasp of grammar is therefore vital for presenting yourself and your organisation professionally.

## Learn grammar at your own pace

**Grammar at Work** is an online course from The Publishing Training Centre (in association with Oxford University Press) that takes you from the most basic through to the more complex elements of English grammar.

Intended for speakers of UK English, it's a convenient, fun and flexible way to build the foundation you need to communicate accurately and creatively.

## Online tutor

Throughout, you'll have the support of an online tutor, who will help with any thorny questions that continue to cause problems even after you've studied the text and completed the exercises. You can do this confidentially, on a one-to-one basis, or in open forum.

## The Oxford A-Z of Grammar and Punctuation

This invaluable reference book is built into the course, giving you extra guidance on grammatical terms. You will also be sent a hard copy of *Oxford A-Z of Grammar and Punctuation* free of charge when you enrol.

## Flexible Training

Grammar at Work is incredibly flexible. You don't have to work through it in any particular order, leaving you free to skip subjects you're confident about and focus on the ones that really need attention.

This makes the Personal Profile aspect of the web site especially useful. It automatically keeps track of what you have done and checks your scores as you work through the exercises. It also analyses your learning style and comes up with suggestions about what you might want to cover next.

The end result is a course that's tailored precisely to your own needs.



## Grammar at Work Includes :

- 185 exercises to help you put your new knowledge into practice
- Online tutor to help you with any questions
- Cover as many or as few subjects as you like, in any order you like
- Online forum in which to discuss your ideas with other students
- Free printed copy of the *Oxford A-Z of Grammar and Punctuation* when you enrol
- Automated system to keep track of your progress

**Grammar at Work** costs £45, which includes the book, full access to the online programme for 12 months and assistance from a qualified tutor.

If you have any queries about the course, we'd be delighted to help – just email us at [publishing.training@bookhouse.co.uk](mailto:publishing.training@bookhouse.co.uk) or call us on **020 8874 2718**.

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