



THE UNIVERSITY OF  
SYDNEY

# **English Grammar and Punctuation Course for Professional Writing - Foundation**

*Centre for  
Continuing Education*



# English Grammar and Punctuation Course for Professional Writing - Foundation



Having good writing skills in English can help people succeed academically, professionally, and socially. These skills enable clear communication with others, allow ideas to be expressed more effectively, provide a solid foundation for further learning, and help expand vocabulary.

This two-day course is designed to improve basic English writing skills for individuals from a range of professional backgrounds, as well as students in TAFE and tertiary education. It begins with an introduction to spoken and written English, followed by a review of practical grammar, sentence structure, punctuation, and spelling. It then progresses to constructing paragraphs and full texts, and exploring different forms of writing, from workplace communication to academic essays. There is also a focus on vocabulary enrichment.

## Intended audience

This course is suitable for individuals with a basic level of English who want to improve their standard writing skills. It is designed for those already working, as well as students in TAFE and tertiary studies.

It is popular among non-native English-speaking professionals in multicultural workplaces who need to reach a higher standard of writing for career advancement or further study.



### Course duration

2 sessions, 16 hours total



### Time

9am - 5pm



### Format

Face-to-face



### Dates

Browse available [course dates](#)

## Prerequisites

You should have a basic level of English proficiency. For those whose first language is not English, a desirable entry level is Cambridge B1 or an IELTS score between 5 to 5.4. If you are at an upper-intermediate level or above, we recommend enrolling in [English Grammar and Punctuation Course for Professional Writing - Advanced](#).



## Upon completion

Every participant receives a University of Sydney statement of completion.



## Aims

This course aims to help you strengthen your basic English writing skills and communicate more effectively across a variety of written formats, including different types of workplace communication or essays.



## Learning outcomes

By the end of this course, you should be able to:

- write with enhanced skills in basic formal English
- communicate in written English with improved grammar, sentence structure, paragraphing and punctuation
- employ a broader range of vocabulary in your writing
- communicate with increased skills across a range of writing that includes different types of workplace communication or essays.



## Content

- Introduction to spoken and written English
- Revision of basic English grammar
- Sentence structure: simple, compound and complex sentences
- Punctuation and spelling
- Vocabulary enrichment
- Paragraph structure
- Formal writing that includes workplace communication – from short emails to more formal professional correspondence, as well as essays for those studying
- Exercises with an answer key for home practice
- Strategies for consolidation and development



*“The teacher in my class was very professional and knew the subject well. She helped me to understand the rationale of her comments. I was delighted. I feel eager to learn more.”*

**Jorge Segovia**



*“The course was incredibly beneficial. Within just seven sessions, my manager and colleague observed a substantial improvement in my English writing. The tutor was exceptional, and she ensure that the class was engaging. I highly recommended this class to anyone seeking to enhance their English writing skill.”*

**Joey Monteverde**



### **Delivery style**

Delivered as a two-day intensive course combined with interactive learning.

### **Materials**

Course materials are distributed electronically. Materials include both an activities booklet and an answer booklet for home practice.



### **Organisational training and development**

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF  
**SYDNEY**

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,  
*inspire leadership*

**For more information**

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