



GRAMMAR AND PUNCTUATION REVIEW FOR PROFESSIONALS

POFT 1091

Are you crystal clear on when to use the various punctuation marks? How sure are you of your use of grammar? Let this practical workshop help you:

- Understand the correct use of punctuation marks.
- Review the parts and structure of sentences.
- Learn punctuation rules that have changed since you were in high school—and why.
- Learn tips to write correct, concise, and powerful sentences.
- Proofread more effectively.

Receive a copy of *The Blue Book of Grammar and Punctuation* by attending!

Course Schedule

For dates and registration information visit www.templejc.edu/bce

Course Cost

Tuition: \$170

Ways to Register

Register online:

www.templejc.edu/bce

OR

Complete the registration form and submit it via email, fax, or in person.

Email: bce@templejc.edu

Fax: 254-298-8317

In-person: Room 209, Berry Hall, Temple College



www.templejc.edu

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