



# Mistake-Free Grammar & Proofreading

**ENROLL TODAY!**



Online

[www.careertrack.com](http://www.careertrack.com)



Phone

1-800-556-3009



Fax

913-967-8849



Mail

CareerTrack  
P.O. Box 738002  
Dallas, TX  
75373-8002

Get a firm grip on grammar rules, learn to proofread with perfection — and enjoy yourself in the process

**Language is changing with the times, but not lessening in importance.**

Do you find yourself carefully considering every comma, painstakingly placing apostrophes and diligently looking up difficult words?

Do you sweat over every sentence, pore over grammar guides to get everything right and stay up late to proof projects?

Do your efforts produce mistake-free memos and emails, letter-perfect reports and impeccable proposals?

Do you find yourself red-faced and embarrassed when someone points out an error you've made in grammar, spelling or punctuation?

Do grammar and proofreading frustrate and intimidate you?

Attend this exceptional one-day seminar and master business English writing rules and regulations, have more confidence in your writing skills and turn out twice the work in half the time!

 CAREERTRACK®

This course qualifies for CPE credits. See details on page 6.



EXPRESS CODE

**910448**

- Enroll Today
- [careertrack.com](http://careertrack.com)

# “It made grammar and proofreading fun! I learned a lot, and I enjoyed myself.”

Melanie Walker | Administrative Support | Missouri Army National Guard

**Mistake-Free Grammar & Proofreading** is nothing like the grammar classes you took in school. This workshop is really fun. It’s exciting, engaging and truly effective in refreshing you on the basics of business English.

## In one fast-moving day, you’ll learn:

1. The grammar rules every professional must know
2. All about capitalization and punctuation
3. Painless proofreading
4. Techniques for finding errors in numbers, prices, codes, dates, etc.
5. Six key rules for subject-verb agreement
6. Commonly misused words and how to use them correctly
7. The right way to present numbers

Learn it in such a way that you’ll never forget it.

## Who should attend?

This training is critical for people who want their written communication to be letter-perfect. It’s ideal for managers, secretaries, technical writers, editors and proofreaders who:

- Have never received training in these core skills
- Have been out of school for a while and need to brush up

It’s also great for anyone who uses English as a second language.

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*“The seminar was very well executed. The speaker was genuinely interested in teaching the material, which makes a significant difference with adult learners.”*

**Nathan Watson**  
Flight Instructor  
U.S.A.F. Airman Leadership School

*“What an informative class this was!  
You are never too old to learn.”*

**Deborah Duncan**  
Administrative Secretary  
City of Marietta Police Department

*“I learned more about grammar in one day  
than in several semesters in school.”*

**Robin Petross**  
Prosecutor Administrator  
DA Office

*“I learned so much that I ‘thought I knew.’ Times have changed, and now I have resources to refer to in order to be correct. Thanks!”*

**Lisa Wright**  
Human Resources  
Morgan Foods, Inc.

# A fast, fun way to learn some serious skills.

**Mistake-Free Grammar & Proofreading** takes you on an adventure. The goal? To catch the grammar mistakes that can hurt your credibility. You'll start by finding out how well you understand grammar now.

Don't worry: You're not graded, and no one is singled out or embarrassed.

## Memorable training with unforgettable results ...

**Mistake-Free Grammar & Proofreading** is designed according to the latest research on how adults learn. It's fast-moving, so you stay interested. It's engaging, so you learn by doing. And it's fun, so you happily give it your all.

In this high-energy training, you'll try your luck with Blue Ribbon Bingo ... polish your usage skills with Grammar Bull's Eye ... and "question the answers" with Punctuation Jeopardy.

The result? The information comes alive for you. You easily see the practical applications. And it sticks with you in a way that traditional "book learning" never can.

Just to prove it, you'll review your comprehension of grammar at the end of the day. You'll be amazed at how much — and how well — you learn.

Sign up now for this innovative and effective training experience. Tell your coworkers, and encourage them to attend with you. You'll have a good time together, and you'll be able to support one another as you put your new skills into practice back at work.

## Attend with a group and save!

Tuition is discounted per person when 5 or more people from the same organization attend the same event.



### Free Digital Resources for Every Participant

Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally—making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.

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**Relax! Dress casually for this workshop.**

Enroll Today! [www.careertrack.com](http://www.careertrack.com)



# Workshop Agenda

This workshop begins with a short pretest to determine your current grammar knowledge. By the end of the day, you'll be able to see and measure your improvement!

## Basics of proofreading

1. How to increase your proofreading speed — without sacrificing accuracy
2. Are you an editor or a proofreader? How to determine which skill your job really requires
3. Ways to spot common typographical errors
4. How to correct writing without changing the meaning
5. Tricks for finding duplicate words and left-out letters
6. Secrets for overcoming monotony and staying alert when proofreading
7. How to create distance from your work so you can catch your own errors
8. Why proofreading with a partner increases your accuracy
9. An ingenious way to proofread numbers

## Rules to remember

10. A review of basic grammar skills
11. Do you remember the parts of speech and their uses? A quick refresher will remind you
12. How to fix run-on sentences
13. The rules of subject-verb agreement
14. How to avoid sexist language
15. Noun-pronoun agreement (Choose the right pronoun: "The company supports [its/their] employees.")
16. Active vs. passive voice: how to increase your writing's impact
17. Who vs. whom; me vs. myself — never be confused again!

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*"The trainer was great, especially managing a group of 'nitpickers' who are paid proofreaders. Tough crowd to talk to about grammar."*

Tim Walker  
Editor  
Atlanta, GA

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# 29 specific ways to perfect your business English

*"Cleared up many grammar rules that over the years I have partially or completely lost!"*

Lettie Martin  
Legal Secretary  
Cincinnati, OH

## Punctuation

18. The six most frequently missed rules for using commas
19. How to use semicolons to improve the flow of your sentences
20. How and when to use colons
21. When you should use quotation marks — and when you shouldn't (By the way, does the period go inside or outside the quotation marks?)
22. Where to place apostrophes in words ending in "s"
23. Dashes and parentheses (Did you know they are opposites?)

## Usage and form

24. When to use further/farther; affect/effect; pore/pour; and other frequently misused words
25. How to use spellcheck correctly — and when you can't rely on it
26. 150 commonly misspelled words (a take-home list you'll use often!)
27. Capitalization rules (Accounting Department or accounting department? The Marketing Director or the marketing director?)
28. When to use numbers and when to use words (50 or fifty?)
29. A final quiz that will show how much more skilled and confident you are

**You'll learn it all and have a great time, too!**

## Guaranteed results!

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident that this workshop will provide you with the tips and techniques you need for mistake-free grammar and proofreading. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your workshop attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.



**Get the Results You're Looking For!**

Bring our powerful, high-impact training programs to your organization and show your employees that you're serious about their professional growth and achieving critical organizational goals and objectives.

**Choose From Over 150 Courses!**

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

**Tailor the Training to Meet Your Specific Needs!**

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

**Maximize Your Training Budget!**

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

**For a free consultation, visit us online at [careertrack.com/onsite](http://careertrack.com/onsite) or call us at 1-800-944-8503 today!**

# Registration Information

**AFFORDABLE TUITION • GROUP DISCOUNT**

**Enroll Today!** Hurry, our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete.

**Payment is due before the program.**

**QUICK CONFIRMATION!** To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your e-mail address and/or fax number.

**CANCELLATIONS AND SUBSTITUTIONS**

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note that if you do not cancel and do not attend, you are still responsible for payment.

**PLEASE NOTE**

- You will be notified by e-mail, fax, and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.careertrack.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- You will receive a Certificate of Attendance at the end of the program.

**TAX-EXEMPT ORGANIZATIONS**

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

**TAX DEDUCTION**

If the purpose of attending a CareerTrack program is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C. Reg. 1.162-5. Please consult your tax adviser.

**CONTINUING EDUCATION UNITS (CEUs)**

CareerTrack offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

**CONTINUING PROFESSIONAL EDUCATION (CPE)**

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning are registered with the National Association of State Boards of Accountancy (NASBA) as a



sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org). Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

**COMPLETION & CONTINUING EDUCATION CERTIFICATES**

To obtain a certificate documenting your completion and/or CEU or CPE credits, please visit [www.careertrack.com/certificate](http://www.careertrack.com/certificate). Certificates will be available 10 days after your event has ended.



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- Online careertrack.com
- Call 1-800-556-2998

- Fax to 913-967-8849
- Mail your registration

**1**  **YES!** Please register me today for the one-day **Mistake-Free Grammar & Proofreading workshop indicated in Section 4. Group Discounts available.**

**2 IMPORTANT!** Please fill in VIP number as it appears on the address label.

VIP \_\_\_\_\_ (\_\_\_\_\_) IF AVAILABLE

**3 ORGANIZATION INFORMATION**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ ZIP: \_\_\_\_\_

Tele: \_\_\_\_\_ Fax: \_\_\_\_\_

Approving Mgr's Name  Mr.  Ms. \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_  Business  Home

**4 QUICK CONFIRMATION**

Please email or fax my confirmation to me within 48 hours.

My email address or fax is: \_\_\_\_\_

**5 NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)

#1 Attendee's Name  
Mr.  Ms.

Job Title \_\_\_\_\_ City Event # \_\_\_\_\_  
# 2 | | | | |

Email (required): \_\_\_\_\_  Business  Home

#2 Attendee's Name  
Mr.  Ms.

Job Title \_\_\_\_\_ City Event # \_\_\_\_\_  
# 2 | | | | |

Email (required): \_\_\_\_\_  Business  Home

**6 METHOD OF PAYMENT** (Payment is due before the program.) Please make checks payable to CareerTrack and return form to: P.O. Box 738002, Dallas, TX 75373-8002. Our federal ID# is 92-2053228 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; plus applicable county surcharge), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).

Total amount due: \$ \_\_\_\_\_

Check # \_\_\_\_\_ (payable to **CareerTrack**) is enclosed.

Bill my organization. Attn: \_\_\_\_\_

Purchase order # \_\_\_\_\_ is enclosed.  
(Attach purchase order to completed registration form.)

Charge to:  AmEx  Discover  MC  Visa

MO. | YR. |  
EXPIRATION DATE

CARD NUMBER \_\_\_\_\_

Card Holder's Name \_\_\_\_\_

Tax-Exempt # \_\_\_\_\_

Please attach a copy of your Tax-Exempt Certificate for payment processing.

**Note:** If you've already registered by phone, by fax or online, please do not return this form.

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**YOUR VIP# IS: WINQ**

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