

Course Name	CBP™ English Grammar for Business
Course Code	CBP
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	The CBP™ English Grammar for Business certification equips the business professional with the knowledge and skills necessary to excel in business writing in any industry. The CBP™ English Grammar for Business certification course includes an overview of grammar rules, an examination of common errors, and an exploration of employing grammatical skills into various aspects of business writing.
Audience Profile	This course is recommended for all career-minded individuals and for those who are seeking to improve their skills in English grammar in order to communicate more clearly, professionally, and effectively.
Course Prerequisites	This course requires that students meet the following prerequisites: 1. The candidate must have a commitment to the pursuit of excellence. 2. The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.
Course Outcome	At the end of this course, students will be able to: <ul style="list-style-type: none"> • Improve their skills in English grammar in order to communicate more clearly, professionally, and effectively.
Assessment/Evaluation	This course will prepare delegates to take the E40-710 Certified Business Professional Exam. Successfully passing this exam will result in the attainment of the Certified Business Professional exam Certification and Certificate of Attendance issued by IT-IQ Botswana

Course Details	
Topic	Topic 1: The Importance of Grammar in Business Topic 2: Common Grammatical Mistakes in Business Writing Topic 3: Proper Sentence Structure Topic 4: Complete Versus Incomplete Sentences Topic 5: Common Mistakes in Punctuation Topic 6: Commonly Misused Words Topic 7: Nouns, Pronouns, and Adjectives Topic 8: Verbs and Adverbs Topic 9: Prepositions Topic 10: Writing Styles Topic 11: Grammatical Leniency in Business