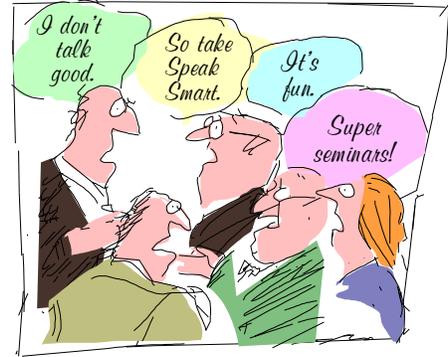


## INNOVATIVE COURSE—SPEAK SMART: ORAL GRAMMAR

Consider the following reply to a supervisor's question:

"We done as you asked because we was on duty.  
I know you seen results by now."

If you cringed reading that ungrammatical response, it sounds even worse to the ear than it looks on the page. The #1 and #3 Ignorance Indicators of grammar errors are improper verb usage and subject-verb agreement. Grammar glitches, ranging from glaring to subtle, cause a speaker to sound totally uneducated because listeners generalize an overall lack of knowledge when hearing such mistakes that can be easily corrected during this seven-hour workshop.



### WHAT IS A COURSE IN ORAL GRAMMAR?

To those envisioning a "Miss Bonebreaker" type of instructor stalking around a classroom ready to pounce with her verbal red pen, finger pointing at the poor person unfortunate enough to speak incorrectly, relax. Instead, this is a fun course offering practical tips and experience in identifying speaking problems, which can be solved by using five parts of speech correctly: verbs, pronouns, adjectives, adverbs, and prepositions. Proper pronunciation helps too.

### HOW WILL PARTICIPANTS LEARN?

This workshop is built around the theory that just as cholesterol clogs arteries, oral grammar errors clog communications channels. The cure is painless exercise with others to hear and correct errors in their training materials and on audio tapes they use to record themselves.

### WHO SHOULD TAKE THIS COURSE?

*Speak Smart: Oral Grammar* will benefit anyone who speaks on the job: over the phone, in meetings, during sales situations, as well as with co-workers and management. When speaking, individuals need practice using correct grammar and pronunciation instinctively. This course raises awareness of oral errors as rough edges of speech and provides ways to smooth them.

### WHY IS THIS COURSE BENEFICIAL?

Both employers and employees care about their oral image, especially in the area of customer service. Employers realize improper speech reflects negatively on them as a whole. Employees want to learn correct ways of speaking because they know others may be judging them both professionally and personally on the way they sound. Speaking correctly adds confidence to improve image, get promotions or raises, and increase sales.

Savvy individuals realize they need to speak right so they don't get left out in the business world, and *Speak Smart: Oral Grammar* helps them do so!

Are you ready to resume exercising with adjectives and adverbs?

1. I jumped at that opportunity too quick.  
☺ CORRECT MODIFIER:  
WHY?
2. The programmer feels very badly about the deleted file.  
☺ CORRECT MODIFIER:  
WHY?
3. Did he handle the matter with the chronic complainer bad?  
☺ CORRECT MODIFIER  
WHY?
4. This new car is real easy to drive.  
☺ CORRECT MODIFIER:  
WHY?
5. We all are real aware of how wrong this sentence sounds now!  
☺ CORRECT MODIFIER:  
WHY?



With modifiers, be careful when using the **comparative** (for **two**) and the **superlative** (for **three or more**) forms. Usually, add **-er** for the **comparative** form and **-est** for the **superlative** form of short words, for example, (easy, *easier*, *easiest*). For longer words, add “**more**” for the **comparative** form and “**most**” for the **superlative** form (difficult, *more* difficult, *most* difficult). Some words have their own specific comparative and superlative forms like the following example: Joe is *less* smart than Fred, but Jim is the *least* smart of all.

6. Of these two ideas, I like the first one best.  
☺ CORRECT MODIFIER:  
WHY?
7. Between those two actors, I think Mel Gibson is the tallest.  
☺ CORRECT MODIFIER:  
WHY?
8. When I see a Yugo, Camaro, and Jaguar, I know the Yugo is less expensive.  
☺ CORRECT MODIFIER:  
WHY?
9. If I study hard, I should be able to do more better on the next typing test.  
☺ CORRECT MODIFIER:  
WHY?

