BRITISH COUNCIL

Practical Business Grammar: Communicate with Confidence and Credibility

Core skills developed

- Adaptability & learning agility
- Analytical thinking & problem solving
- Decision making & judgement
- Digital literacy & tool confidence
- Productivity & personal effectiveness
- Effective communication

Precision, consistency and intent in every message

Good grammar shapes how professionally we are perceived at work. In busy environments, even small errors can affect meaning, tone or how confidently your message is received. This course focuses on patterns that commonly cause difficulty in Singapore, such as verb forms, prepositions and countable versus uncountable usage, and explains them in clear, practical ways.

Participants learn why certain structures work better than others, how to edit for accuracy and how to use AI tools responsibly when checking their work. They develop the judgment and confidence to produce messages that are accurate, consistent and well suited to their workplace context, supporting smoother communication and stronger professional credibility.

Benefits

- ✓ Course participants will communicate with clarity and confidence, project a strong professional impression and earn increased trust.

- ✓ Stakeholders will understand your messages more easily, rely on their accuracy, take action and save time.

- ✓ Your organisation will benefit from technical documents that support consistent practices, dependable handovers and smoother operational progress.

Modules

Practical business grammar essentials **1**

- Reviewing word classes and assessing current grammar strengths and gaps
- Using digital resources to support ongoing grammar development

Competency: Set goals to strengthen grammar skills by analysing current practices and identifying priority areas for development

Polishing nouns and articles **2**

- Distinguishing countable and uncountable nouns to use correct plurals
- Selecting suitable articles and quantifiers for accurate meaning

Competency: Use nouns, articles and quantifiers accurately to create a professional impression

Sharpening verb forms **3**

- Using different past tenses to show clear time and completion
- Choosing between will and would to convey intent

Competency: Use verb forms accurately to express timelines and intentions clearly

Choosing prepositions with precision **4**

- Using prepositions of place accurately to avoid misunderstanding
- Using prepositions that commonly pair with specific words

Competency: Use prepositions accurately to support clear meaning and a polished professional impression

Strengthening sentence structure **5**

- Restructuring long or unclear sentences to highlight the main point
- Positioning phrases accurately to avoid ambiguity

Competency: Use sentence structures that make key messages easy to understand

Outcomes

★ Use correct grammar in workplace communication in workplace communication so your messages are accurate and easy to understand.

★ Recognise common grammar mistakes in Singaporean usage, understand why they occur and correct them confidently.

★ Use digital tools, including AI, to check grammar, usage and phrasing, adjusting it appropriately for the context.