aractech
Global Learning for Operational Leaders



COMMUNICATION AND WRITING SKILLS | CWS-043

Grammar, Style and Clarity for Professional English

Contact

+31 85 7444446
info@aractech.com
https://aractech.com

Address

Waarderweg 50, 2031 BP Haarlem - Netherlands.

aractech
Global Learning for Operational Leaders

Course content

Why Attend

Grammar mistakes, awkward phrasing and unclear sentences undermine the credibility of even the best ideas. In professional settings, readers often judge competence by the quality of writing in emails, reports and proposals, and errors can cause genuine misunderstanding.

This Grammar, Style and Clarity for Professional English training course refreshes and strengthens the core writing skills that professionals rely on every day. Participants review essential grammar and punctuation, common errors and confusing words, sentence construction, concise and plain style, appropriate tone and register, and practical techniques for editing and proofreading their own work.

Course Methodology

• The course combines concise explanations with extensive practice exercises, editing tasks and rewriting of real-world business texts. Participants analyse their own common errors, build a personal checklist and receive individual feedback on written assignments throughout the course.

Course Objectives

• Apply core grammar rules accurately in professional writing

• Use punctuation correctly to support clarity

• Avoid common errors and frequently confused words

• Construct clear, varied and well-balanced sentences

• Write concisely using plain English principles

• Choose appropriate tone and register for different readers

Target Audience

• Professionals who write in English at work

• Non-native English speakers in business roles

• Administrative and secretarial staff

Course content

• Managers who review others' writing

aractech
Global Learning for Operational Leaders

Course outline

Detailed course outline

Day-by-day outline for Grammar, Style and Clarity for Professional English.

Day 1 - Essential Grammar Refresher

- 09:00-09:34 | Why grammar matters for professional credibility
- 09:34-10:08 | Parts of speech and sentence elements reviewed
- 10:08-10:42 | Subject and verb agreement in complex sentences
- 10:42-11:00 | Verb tenses used in business writing
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Verb tenses used in business writing (continued)
- 11:46-12:20 | Pronouns, articles and determiners used correctly
- 12:20-12:53 | Diagnosing personal grammar weaknesses
- 12:53-14:00 | Exercise: grammar diagnostic and correction

Day 2 - Punctuation and Common Errors

- 09:00-09:34 | Commas, semicolons and colons used correctly
- 09:34-10:08 | Apostrophes, hyphens and dashes explained
- 10:08-10:42 | Capital letters, numbers and abbreviations
- 10:42-11:00 | Frequently confused words and their correct use
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Frequently confused words and their correct use (continued)
- 11:46-12:20 | Prepositions and common collocations in business English
- 12:20-12:53 | Avoiding run-on sentences and fragments
- 12:53-14:00 | Exercise: correcting errors in business texts

Global Learning for Operational Leaders

Course outline

Detailed course outline

Day-by-day outline for Grammar, Style and Clarity for Professional English.

Day 3 - Building Clear Sentences

- 09:00-09:34 | Sentence length, variety and rhythm
- 09:34-10:08 | Active and passive voice and when to use each
- 10:08-10:42 | Placing key information where readers expect it
- 10:42-11:00 | Parallel structure in lists and comparisons
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Parallel structure in lists and comparisons (continued)
- 11:46-12:20 | Avoiding ambiguity and misplaced modifiers
- 12:20-12:53 | Linking ideas with clear transitions
- 12:53-14:00 | Workshop: rewriting unclear sentences

Day 4 - Style, Tone and Concision

- 09:00-09:34 | Plain English principles for professional writing
- 09:34-10:08 | Removing wordiness, clichés and redundant phrases
- 10:08-10:42 | Formal, neutral and informal registers compared
- 10:42-11:00 | Tone in emails, reports and customer letters
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Tone in emails, reports and customer letters (continued)
- 11:46-12:20 | British and American English conventions
- 12:20-12:53 | Paragraph structure and logical flow
- 12:53-14:00 | Workshop: editing a document for style and tone

Global Learning for Operational Leaders

Course outline

Detailed course outline

Day-by-day outline for Grammar, Style and Clarity for Professional English.

Day 5 - Editing and Proofreading

- 09:00-09:34 | Separating writing, editing and proofreading stages
- 09:34-10:08 | Techniques for spotting your own mistakes
- 10:08-10:42 | Using spelling and grammar tools wisely
- 10:42-11:00 | Building a personal error checklist
- 11:00-11:30 | Coffee break
- 11:30-12:19 | Building a personal error checklist (continued)
- 12:19-12:53 | Reviewing and giving feedback on colleagues' writing
- 12:53-13:27 | Final writing assessment with individual feedback
- 13:27-14:00 | Personal action plan for professional English writing

+31 85 7444446 info@aractech.com Waarderweg 50, 2031 BP Haarlem - Netherlands.

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Grammar, Style and Clarity for Professional English generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	London	Classroom	**€2,915**
14 - 18 December 2026	Barcelona	Classroom	**€2,275**
21 - 25 December 2026	Frankfurt	Classroom	**€2,175**
4 - 8 January 2027	London	Classroom	**€2,915**
11 - 15 January 2027	Barcelona	Classroom	**€2,275**
18 - 22 January 2027	Frankfurt	Classroom	**€2,175**
25 - 29 January 2027	Dubai	Classroom	**€2,845**
8 - 12 February 2027	London	Classroom	**€2,915**
15 - 19 February 2027	Barcelona	Classroom	**€2,275**
22 - 26 February 2027	Frankfurt	Classroom	**€2,175**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Grammar, Style and Clarity for Professional English generated from the course details page.

Date	Location	Format	Fee
1 - 5 February 2027	Geneva	Classroom	**€3,315**
15 - 19 March 2027	London	Classroom	**€2,915**
22 - 26 March 2027	Barcelona	Classroom	**€2,275**
1 - 5 March 2027	Frankfurt	Classroom	**€2,175**
8 - 12 March 2027	Istanbul	Classroom	**€2,825**
26 - 30 April 2027	London	Classroom	**€2,915**
5 - 9 April 2027	Barcelona	Classroom	**€2,275**
12 - 16 April 2027	Frankfurt	Classroom	**€2,175**
19 - 23 April 2027	Kuala lumpur	Classroom	**€2,425**
3 - 7 May 2027	London	Classroom	**€2,915**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Grammar, Style and Clarity for Professional English generated from the course details page.

Date	Location	Format	Fee
10 - 14 May 2027	Barcelona	Classroom	**€2,275**
17 - 21 May 2027	Frankfurt	Classroom	**€2,175**
24 - 28 May 2027	Madrid	Classroom	**€3,400**
7 - 11 June 2027	London	Classroom	**€2,915**
14 - 18 June 2027	Barcelona	Classroom	**€2,275**
21 - 25 June 2027	Frankfurt	Classroom	**€2,175**
19 - 23 July 2027	London	Classroom	**€2,915**
26 - 30 July 2027	Barcelona	Classroom	**€2,275**
5 - 9 July 2027	Frankfurt	Classroom	**€2,175**
12 - 16 July 2027	Paris	Classroom	**€2,810**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Grammar, Style and Clarity for Professional English generated from the course details page.

Date	Location	Format	Fee
23 - 27 August 2027	London	Classroom	**€2,915**
2 - 6 August 2027	Barcelona	Classroom	**€2,275**
9 - 13 August 2027	Frankfurt	Classroom	**€2,175**
16 - 20 August 2027	Rome	Classroom	**€2,830**
6 - 10 September 2027	London	Classroom	**€2,915**
13 - 17 September 2027	Barcelona	Classroom	**€2,275**
20 - 24 September 2027	Frankfurt	Classroom	**€2,175**
11 - 15 October 2027	London	Classroom	**€2,915**
18 - 22 October 2027	Barcelona	Classroom	**€2,275**
25 - 29 October 2027	Frankfurt	Classroom	**€2,175**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Grammar, Style and Clarity for Professional English generated from the course details page.

Date	Location	Format	Fee
4 - 8 October 2027	Amsterdam	Classroom	**€3,215**
15 - 19 November 2027	London	Classroom	**€2,915**
22 - 26 November 2027	Barcelona	Classroom	**€2,275**
1 - 5 November 2027	Frankfurt	Classroom	**€2,175**
8 - 12 November 2027	Cape Town	Classroom	**€1,825**
27 - 31 December 2027	London	Classroom	**€2,915**
6 - 10 December 2027	Barcelona	Classroom	**€2,275**
13 - 17 December 2027	Frankfurt	Classroom	**€2,175**
20 - 24 December 2027	Dubai	Classroom	**€2,845**
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Grammar, Style and Clarity for Professional English generated from the course details page.

Date	Location	Format	Fee
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Grammar, Style and Clarity for Professional English generated from the course details page.

Date	Location	Format	Fee
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Grammar, Style and Clarity for Professional English generated from the course details page.

Date	Location	Format	Fee
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Grammar, Style and Clarity for Professional English generated from the course details page.

Date	Location	Format	Fee
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Grammar, Style and Clarity for Professional English generated from the course details page.

Date	Location	Format	Fee
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**