



Grammar Classes

“You will walk away with helpful information and a better knowledge of the English language.”

*Sheila Fiffie
liaison officer*

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About Gotham Writers

Founded in 1993, Gotham Writers Workshop has been teaching writing to thousands of students per year, from practically every country on the globe, with classes online, on videoconference, and in New York City.

The Business Writing wing of Gotham has taught employees from hundreds of companies worldwide, including:

A & E
Colgate/Palmolive
Columbia University
Council on Foreign Relations
Crispin Porter Advertising
Hispanic Theological Institute
The Independent Living Association
Informa
John Jay College of Criminal Justice
Kelley School of Business, Indiana University
The Lantern Group
Media Best
McKinsey & Company
NASCAR
National Geographic
Nickelodeon
Ogilvy
Pepsico
Phillips Van Heusen
Planned Parenthood
Pfizer
Sotheby's
Time Warner
Turner Broadcast
Twitter
UN Development Program
Willis Towers Watson

Gotham also teaches courses in a wide variety of types of creative writing. A New York City institution, Gotham has been highlighted in such publications as the *New York Times*, the *New York Daily News*, the *Wall Street Journal*, and *Forbes*.

Grammar Options

Gotham offers two grammar courses:

Grammar 1: The Basics

Grammar 2: Expertise and Finesse

These are offered to the general public in the following formats:

- Intensive, 7 hours in one day in NYC, or two 3-hour sessions on videoconference

It's not uncommon for a company to send multiple students to one of these classes.

Gotham can also conduct these classes exclusively for employees of a particular company—either onsite at a company's offices or on videoconference. A popular option is to teach the Intensive on two separate days, 3 hours per day.

If you want the high-points in a hurry, Gotham offers a “quickie” 75-minute session for both Grammar 1 and Grammar 2. These can be done onsite or on videoconference.

In addition, Gotham offers a Business Writing course, which teaches the basic principles of good business communication. It is available in the following formats:

- 6-week in-person class
- 6-week online class
- Intensive, either 7 hours in one day, or two days of 3 hours each
- 75-minute “quickie” version

Pricing

Classes for the general public

- Intensive in NYC or on videoconference – \$150 per person

Exclusive classes

- Intensive in NYC or videoconference, either 7 hours in one day or two days of 3 hours each – \$3,000 (around 20 students)
- 75-minute quickie – \$750 (around 20 students)

One-on-One classes

- 3-hour private session in NYC or videoconference – \$300

Intensives are available outside of New York City at a higher rate.

Grammar Courses

Grammar 1: The Basics

The Gotham Grammar 1 course teaches the basic principles of grammar. The course is of value to people who have poor grammar skills, as well as those who simply need a refresher. (This is not, however, an ESL course.)

The course uses an intuitive approach. It's not about trying to memorize a bunch of rules. It's about understanding the fundamental principles underlying grammar, punctuation, and other choices related to the written word, so that one can intuit what is correct.

This isn't about perfection. In a sense, this course isn't about writing it "right" so much as it's about helping one to avoid those mistakes that are woefully "wrong"—the kinds of mistakes that will cause one's work to be taken less seriously in a professional environment.

The course alternates between brief lectures and writing exercises, some of which are done solo and some of which are done as a group.

Each student receives a 60-page booklet, which contains all the information covered in the course, as well as many exercises. The course follows the booklet, but students will find their booklets to be an excellent reference guide long after the course is over.

Here is a run-down of the topics covered in the course:

Nouns, Pronouns, and Verbs

- Nouns
- Pronouns
- Pronoun Agreement
- Verbs
- Sentences
- Subject/Verb Agreement

Parts of Speech

- Parts of Speech
- Adjectives
- Adverbs
- Modifier Problems
- Prepositions
- Conjunctions
- Interjections
- Subject and Predicate
- Objects

Punctuation!

- End Punctuation—period, exclamation, question mark
- Pause Punctuation—comma, semicolon
- More Pause Punctuation—parenthesis, dash, ellipsis
- Apostrophes—possessives, contractions

Colons
Hyphens
Quotation Marks

Trouble Spots and Tricky Devils

Commonly Confused Words
Abbreviation, Capitalization
Titles, Numbers

Grammar 1 Quickie

Here's a description of the 75-minute Grammar 1 session:

We'll show you 5 of the most common issues that either stump you or make you look like a chump:

- The *he/she/they* conundrum (and other noun/pronoun agreements)
- The *I/me* conundrum (and other subject/object stumpers)
- The *who/which/that* conundrum
- Commonly confused words, such as *its/it's* and *your/you're*
- To put a comma, or not put a comma?

Grammar 2: Expertise and Finesse

The Gotham Grammar 2 course delves into the fine points of grammar but also ventures into the art of making effective sentences—manipulating rhythm and flow and employing strategic use of punctuation. The course is of value to students who have a basic grasp of grammar but want to take things to a higher level.

Students move toward becoming grammar aficionados, as well as becoming artists with the English language.

The course alternates between brief lectures and writing exercises, some of which are done solo and some of which are done as a group.

Each student receives a 60-page booklet, which contains all the information covered in the course, as well as many exercises. The course follows the booklet, but students will find their booklets to be an excellent reference guide long after the course is over.

Here is a run-down of the topics covered in the course:

The Verb Universe

Verbs
Verbals—infinitives, participles, gerunds
Verbal Problems
Parallel Structure
Active and Passive Voice
Dynamic Verbs

Tenses

Tenses—simple, perfect, progressive, perfect progressive
Irregular Verbs

Sentence Structure

Syntax

Fragments

Patterns—simple, compound, complex, compound-complex

Add-ons

Playing with Punctuation

Commas

Advanced Commas

Dashes, En Dashes, and Hyphens

Apostrophes

Grammar 2 Quickie

Here's a description of the 75-minute Grammar 2 session:

We'll explore 4 insights that take your grammar and writing to a more sophisticated plane:

- Advanced commas
- Dramatic pause punctuation
- Active and passive voice
- Dynamic verbs

On the following pages, you will see some samples from the Gotham material.

Sample passage from the Grammar 1 booklet, on Possessives

You can add an apostrophe + *s* to any singular noun or pronoun to show the noun's possession of something.

Sheila's desk is in the corner.
That check is only for one *day's* pay.
It's *anyone's* guess where this company is headed.

If the noun showing possession ends in an *s*, you still add an apostrophe + *s*.

Bess's toys are scattered all over the floor.
Have you seen Bridget *Jones's* diary?
The *princess's* kingdom has been lost!

If a plural noun or pronoun does not end in *s*, then you form the possessive the same way, by adding an apostrophe + *s*.

The *men's* room is that way.
The *hippopotami's* habitat is endangered.

But most plural nouns and pronouns do end in *s*. To show possession with a plural noun that ends in an *s*, you simply add an apostrophe (without the extra *s*).

Our car is not as nice as the *Joneses'* car.
We prefer to keep the sheep out of the *cows'* pen.

When you want to indicate possession for two or more nouns that are linked, only use the apostrophe for the final noun.

Jack and *Jill's* pail of water is now overflowing.
The FBI, the CIA, and the *State Department's* integrity have been sullied.

Sample exercise from the Grammar 1 booklet, on Noun/Pronoun Agreement

Pick the correct word. For some sentences, both choices may be correct.

1. Martina likes to run errands for Bob and (me / myself).
2. Every single person has a duty to cast (his or her / their) vote today.
3. (Each / All) of the geese return to their home for the season.
4. (Each / Most) of the employees must meet their deadlines.
5. The women in the pageant must stand by the flags of (her / their) respective states.
6. Some of the cake has lost (its / their) lemon icing.
7. Some of these people don't know (his or her / their) head from a hole in the ground.
8. Several cast (his or her / their) votes for the upstart candidate.
9. If a contestant steps over the line, (she / they) will be disqualified.
10. We should not judge a person by (his or her / their) physical beauty, or lack thereof.
11. Some of this journey is (its / their) own reward, although some of the travelers have lost (its / their) way in the wilderness.
12. The (parenthesis / parentheses) should be the inverse of its partner.
13. No one should fail (his / their) grammar quiz.

Student Quotes

Here is what some former Grammar students have said about their Gotham experience:

“The course cleared up quite a few problems for me, and helped with a lot of my grammatical errors.”

Sandra Nixon
law enforcement

“The course was very thorough and taught me so many things I had forgotten over the years.”

Chelena Blount
executive assistant

“A semester’s worth of grammar in a one-day class. You can’t beat it!”

Mark Renner
public speaker

“It’s very useful for writers who know when sentences “sound right,” but want a better understanding of why they are, in fact, grammatically correct.”

Michelle Robinson
attorney

“We learned a little of every category related to grammar.”

Roger Morrison
student

“Trouble with grammar? Not sure of the difference between an adjective and adverb? Semicolon or colon? Verb or predicate? Then this course is for you!”

Jasper Williams
author/personal trainer

“If you are struggling with grammar, or your confidence in English has waned since high school, then take this course.”

Clifford Franklin
business owner

“You receive a great booklet to take with you that has tests and guidelines.”

Brad Bussdieker
teacher

“Fun, informative, and helpful!”

Andrea Williams
program analyst