



**Human Resources Service Center Southeast
Training Center, Code 30
1800 Dong Xoai, Moreell BLDG 60
Gulfport, MS 39501
COURSE ANNOUNCEMENT #G13-07**

COURSE TITLE: English Grammar Review

VENDOR: Florida Center for Training 2248 Cheryl Dr., Jacksonville FL 32217

DATE(S): 28 March 2013

TIME: 8:00-4:00

LOCATION: HRSC SE, Training Center, 1800 Dong Xoai Ave, Moreell Building 60, Rm 118 CBC
Gulfport, MS

COST PER PERSON: \$129.00

DEADLINE FOR REGISTRATION: . Submit a SF 182 NLT 5 March 13 to the POC stated below

COURSE DESCRIPTION:

Learn how to prevent embarrassing mistakes and gain confidence in your writing skills. Be comfortable with today's business grammar and punctuation. Benefit from a punctuation and grammar review. These skills are necessary to write clear and concise documents of all kinds. Participants will be able to:

- Identify each of the 8 parts of speech
- Understand agreement of nouns and verbs
- Master tips for pronoun agreement
- Select the perfect word every time
- Learn to use active voice for positive effect
- Understand commonly confused words
- Gain improvement in capitalization and spelling
- Identify your punctuation problems
- Rewrite poorly designed sentences for clarity

ELIGIBILITY: All civilian and, military employees.

ENROLLMENT POINT OF CONTACT: Lucy Galster at DSN: 868-2641 or
Comm (228) 871-2641 or email: lucy.galster@navy.mil

REGISTRATION INFORMATION: Fax your SF 182 to HRSC SE, Attention: Lucy Galster, Fax DSN: 868-2400 or Commercial (228) 871-2400 or scan and email. Class size is limited and enrollment will be on a first come first serve basis. This course can only be attended by those activities that have the ability to pay using the government purchase card. **The cardholder's name, mailing address and commercial telephone number must be in block 6. In addition, please provide your email address on the SF 182. The course coordinator should be notified immediately of any need for special accommodations, i.e., wheelchair access, sign language interpreter, reader, etc.**

CANCELLATION: To cancel an employee from training after submission of a SF 182, written notification must be received prior to the registration deadline. Substitutions after the registration deadline are authorized provided the POC is notified prior to class date. Failure to do so will result in the activity paying the tuition fee.