



Online kursus – k72862

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# Business Grammar Basics

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<b>Title</b>	<b>Estimated Duration (hrs)</b>
<b>Using the Parts of Speech</b>	0,50
<b>Getting the Details Right: Spelling Basics</b>	0,50
<b>Abbreviating, Capitalizing, and Using Numbers</b>	0,55
<b>Using Punctuation Marks</b>	0,50
<b>Creating Well-Constructed Sentences</b>	0,60
<b>Troublesome Words and Phrases: Common Usage Mistakes in Writing</b>	0,50