



Sacramento Legal Secretaries Association

Grammar Gregg's Way

Learn Business English: Grammar, Spelling, Style, Usage, and Formatting From *The Gregg Reference Manual***

Classes will be held the first Wednesday of each month
From August 4 to March 2, 2011

Time: 5:45 PM – 8:00 PM
Instructor: Sherri Lee Caplette, CCLS
Location: Fagen Friedman & Fulfroost, LLP
520 Capitol Mall, Suite 400
Sacramento, CA 95814
Telephone: (916) 443-0000
Cost: \$10 per lesson SLSA Members
\$15 per lesson Non-Members



SPACE IS LIMITED TO 12 PARTICIPANTS. All payments must be received one week prior to the commencement of the class.

**Required material for all classes is *The Gregg Reference Manual*, 10th ed., by William A. Sabin, McGraw-Hill/Irwin, New York, 2005, ISBN 0-07-293653-3.

CCLS Credit: SLSA is a local association of Legal Secretaries, Inc. and an approved provider. SLSA certifies that this activity has been approved for CCLS credit in the amount of 2 hours.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

Do you require a CCLS certificate? YES NO

Are you an SLSA member? YES NO

If "No," are you interested in membership? YES NO

Are you interested in hearing about SLSA volunteer opportunities? YES NO

Complete reservation form, enclose check **payable to SLSA**, and mail to:

Sherri Lee Caplette, CCLS
Fagen Friedman & Fulfroost, LLP
520 Capitol Mall, Suite 400
Sacramento, CA 95814
Phone: 916-443-0000
email: scaplette@fagenfriedman.com

**Cancellations must be received 48 hours in advance for a refund.
No-Shows will be billed.**

Participants are responsible for their own parking costs. Light snacks and beverages will be provided.



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Week 1 Topics (August 4, 2010):

The Structure of a Sentence, part 1:
Subjects, Predicates, Verbs, Adverbs, Pronouns, Conjunctions, Clauses, Participles,
and Proofreaders' Marks

Week 2 Topics (September 1, 2010):

The Structure of a Sentence, part 2:
Word Usage, Subjects, Predicates, Verbs, Adverbs, Pronouns, Conjunctions, Clauses,
Participles, Present and Past Tense

Week 3 Topics (October 6, 2010):

Periods, Question Marks, Exclamation Point, Semicolon, Colon, Commas,
Conjunctions

Week 4 Topics (November 3, 2010):

Capitalization; Nouns: People, Places, and Things; Titles of Literary and Artistic Works;
Headings; Numbers; Abbreviations; Acronyms and Initialisms

Week 5 Topics (December 1, 2010):

Singular and Plural Usage; Possessives; Spelling; Choosing the Right Word; Dissecting
a Word; Synonyms, Antonyms

Week 6 Topics (January 5, 2010):

Compound Words; Prefixes and Suffixes; Word Division; Using the Hyphen in
Compounds and Word Division

Week 7 Topics (February 2, 2011):

Quotations; Italics and Underlining; Other Marks of Punctuation

Week 8 Topics (March 2, 2011):

Letters, Memos, and E-Mail; Reports and Manuscripts; Notes and Bibliographies;
Editing and Proofreading Tips

Sign Me Up for All Weeks!

You may sign up for each week individually or you may sign up for the entire series. All sign-ups are on a first come, first served basis. There is only room for 12 students in any given session.

If you have any questions or need additional information please contact Sherri Lee Caplette, CCLS, by phone: 916-443-0000 or email at scaplette@fagenfriedman.com.