

Enhance Your Grammar Skills Using AgLearn!

Improve your writing and grammar skills in the workplace with the help of AgLearn! And, as always, you can **add to your knowledge at no cost to you, 24/7!**

+ [Common Usage Errors](#) (1 hour)

When do you use "who's" or "whose"? And when should you choose "less" rather than "fewer"? Understanding the subtle variations in meanings of such words that are often misused or confused is important if you want to write clearly and professionally. This course describes how to use commonly confused words correctly, including word pairs that sound alike and those that have related meanings. It also covers verbs that are often misused such as "affect" and "effect" or "apprise" and "appraise". In addition, the course reviews some idiomatic combinations of verbs and prepositions that can be confusing.

+ [Parts of Speech](#) (1 hour)

Do you know what the eight parts of speech are? Being reminded of the functions of different parts of speech can help you write with more confidence. The parts of speech are the building blocks of sentences, so finding out about them can help you skillfully combine words into meaningful sentences. This course defines the functions of the eight parts of speech: nouns, pronouns, verbs, adverbs, adjectives, prepositions, interjections, and conjunctions. In particular, it focuses on how to use them effectively, and correctly. It also provides special focus on nouns, adverbs, adjectives, and verbs, including verb tenses. When you have finished the course, you'll have the necessary building blocks to develop your writing skills.

+ [Punctuation](#) (1 hour)

Do you know when to use commas in a sentence? Do you know when it's better to use a semicolon rather than a colon? And what's the difference between parentheses and brackets, or between the hyphen and the dash? Knowing the answers to these questions will ensure that you're using punctuation correctly in your business messages. In this course, you'll review the standard rules and guidelines for using punctuation appropriately. You'll also find out how to correctly use commas, one of the most common punctuation marks.

+ [Sentence Construction](#) (1 hour)

People write sentences everyday in business. However, sometimes those sentences are not as well constructed as they could be. In this course, you'll review basic sentence construction, including how to develop sentences that are logical, clear, and powerful – the basis of any sound business document. The course examines the parts of a sentence and distinguishes between phrases and clauses. It shows the importance of subject-verb agreement, as well as agreement between pronouns and their antecedents.

+ [The Mechanics of Writing](#) (1 hour)

As you sit down to write your business messages, do you ever find yourself wondering whether a word should be capitalized or abbreviated? Or whether you should spell out a number rather than use a figure? Knowing the correct way to abbreviate, capitalize, and express numbers in your business messages goes a long way in helping you to present yourself as a reputable professional. This course presents the basic rules for using capital letters, abbreviations, and numbers.

+ [Working With Words](#) (1 hour)

Do you remember what prefixes and suffixes are? Do you know how to form plurals and possessives correctly in your business writing? Are you confident when it comes to spelling? This course explains how to use words correctly, including some key rules on how to spell correctly. It covers rules for properly constructing prefixes and suffixes. In addition, the course describes how to form plurals and possessives correctly.

As with all AgLearn resources, these are available to all USDA employees at no cost to you!