

ONYX ONLINE EDUCATION

:: Course Descriptions & Outlines ::



www.onyxedonline.com

ABOUT US

The *Pro Writing Skills Training* courses were created and produced by long-time English Instructor, Ashan R. Hampton.

As the sole proprietor of *Onyx Online Education & Training*, Ashan has helped thousands of students, academics and busy professionals hone their writing skills, since 2011.

As a college instructor for over 20 years, Ashan became keenly aware of how poor writing and communication skills hindered her students in the workplace.

As a result, she poured years of knowledge and experience as a teacher, technical writer, editor and proofreader into several books and online classes to help adult learners improve their writing skills.



Onyx Online Class Outlines

We offer online writing classes for personal and professional development.

WORKPLACE GRAMMAR AND STYLE

"Workplace Grammar & Style"

combines the most important fundamentals of grammar and writing style to write error-free sentences.

Course Outline:

- Grammar Pre-test
- Dangling & Misplaced Modifiers
- Comma Splice
- Avoid Sexist Language
- Avoid Biased Language
- Avoid Wordiness

Price per person: varies.



BUSINESS GRAMMAR ESSENTIALS

"Business Grammar Essentials" shows you how to correct style and usage concerns. With a combination of grammar, mechanics and usage, you can quickly boost your writing skills.

Course Outline:

- Abbreviations
- Usage Errors
- Numbers
- Capitalization
- Active/Passive Voice
- Comma Usage
- Business Grammar Quiz

Price per person: varies.



PROOFREADING POWER BASICS EXPRESS

“Proofreading Power Basics Express” is a unique online class for business groups, staff teams and corporations. Learn fundamental proofreading skills with practical, hands-on exercises.

Course Outline:

- Proofreader Expectations
- Grammar Assessment
- Proofreading Tips
- Proofreading Strategies
- Proofreading Marks
- Proofreading Business Scenario
- Final Proofreading Quiz

Price per person: varies.



GRANT WRITING ESSENTIALS

"Grant Writing Essentials" is an excellent beginner's guide to grant proposals. Do you know how to write a grant? Grant writing is not complicated or mysterious if you understand the basic parts of a proposal and the required information for each section. Learn about the overall grant writing process.

Course Outline:

- Understanding Grants
- Grant Lifecycle
- Grant Process Overview
- Grant Vocabulary
- Parts of a Grant
- 10 Common Mistakes

Price per person: varies.



SMARTY PANTS VOCABULARY BUILDERS

Have you ever wanted to sound smart? Who doesn't want to use 'fancy' words to impress co-workers or professors? What about *persona non grata*, *in toto*, *zeitgeist* or *ex officio*? “[Smarty Pants Vocabulary Builders](#)” upgrades your business writing vocabulary with French, Latin, German and Italian words and phrases.

Course Outline:

- Popular French Words & Phrases
- Popular Latin Words & Phrases
- Popular German Words & Phrases
- Popular Italian Words & Phrases
- Final Vocabulary Test

Price per person: varies.



PUBLIC SPEAKING SKILLS

Does speaking in front of groups of people make you nervous? Do you know how to write an effective speech? “[Public Speaking Skills & Drills](#)” offers valuable tips and techniques on how to deliver effective speeches and oral presentations.

Course Outline:

- Speeches vs. Presentations
- Calming Anxiety
- Speaking Styles
- Delivery Skills
- Diction Exercises
- Speech Critiques

Price per person: varies.



BEYOND BASIC GRAMMAR

"Beyond Basic Grammar" focuses on the art of writing complex sentences by using advanced grammar and style techniques. Learn the skills that separate beginning writers from the professionals.

Course Outline:

- Sentence Structure
- Fixing Choppy Sentences
- Combining Sentences
- Sentence Variety
- Shifts in Person
- Shifts in Tense

Price per person: varies.



GRAMMAR ESSENTIALS JUMPSTART

In “Grammar Essentials Jump-Start,” learn to identify and correct common grammar errors. This engaging, introductory class gives you a good feel for the high-quality instruction you receive at such affordable prices.

Course Outline:

- Grammar Pre-test
- Sentence Fragments
- Run-on Sentences
- Subject-Verb Agreement
- Prepositions
- Homonyms & Homophones

Price per person: varies.



COPYEDITING BASICS 101 INTRO

"Copyediting Basics 101" is informational and practical for curious learners & experienced writers or proofreaders looking to upgrade their writing skills.

Course Outline:

- Grammar Pre-test
- Sentence Fragments
- Run-on Sentences
- Subject-Verb Agreement
- Prepositions

Price per person: varies.

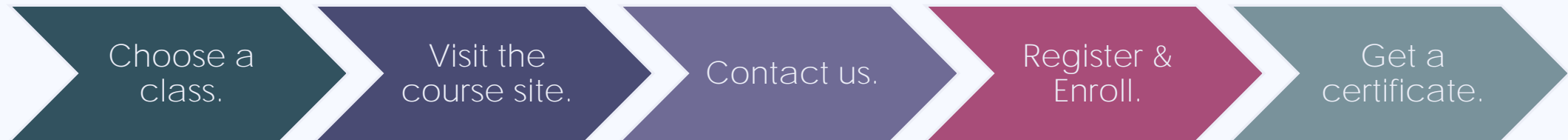




Next Steps

- Download our group enrollment packet.
- Read the description of classes.
- Read our enrollment procedures and terms of service.
- Fill out the class registration form. Every class requires a separate registration form.
- Fill out the class participants form.
- Read and complete the contract.
- Submit your payment.
- Receive login credentials for every participant.
- Start taking the class!
- Receive certificates of completion.

HOW IT WORKS: GROUP REGISTRATION PROCESS



Decide which of our classes will best suit your group.

Click the link for the course you are interested in taking.

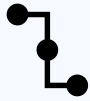
Tell us what classes you want to access and your group size.

Read and submit all paperwork required for group registration.

After class completion, receive a certificate to add to your resumé credentials.

Note: Our group classes have been modified to fit a corporate training environment. If individuals want to take our classes, even if the group's organization decides not to enroll, those individuals can take any class listed at www.arhampton.com/classes.

CONTACT US



LINKEDIN
[arhampton](https://www.linkedin.com/company/arhampton)



WEBSITE
arhampton.com
onyxedonline.com



EMAIL
ashan@arhampton.com



PHONE
901-264-9409