Infinity Self-development Library

Course List – Written English

Writing Skills

- Accept or Except?
- Avoid Common Spelling Mistakes
- Avoid Pleonasm - Writing Clearly and Concisely
- Business Writing Style
- Could of, Would of or Should of?
- Dangling Participles
- Double Negatives
- Em dash, en dash or hyphen?
- Fewer or Less?
- Getting the Right Tone
- How to Plan and Write a Document
- How to Write in Sentences
- i.e. versus e.g.
- Its or It's?
- Like or As?
- Maybe and Anyway
- Me or I?
- Punctuating Quotations
- Split Infinitives
- Tautology vs Pleonasm
- Their, There or They're
- Using Apostrophes Correctly
- Using colons
- Using -ible and -able
- Using paragraphs
- Using parenthesis
- Using semi-colons
- We're, Where, or were?
- Who or Whom
- Whose or Who's
- Writing Numbers
- Get Punchy with Punctuation
- Getting to Grips with the Past, Present and Future
- Structuring Sentences
- Word Grammar
- Written Numbers and Using Symbols

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Course List – Written English

Business Writing

- Editing and Proofing Your Work
- Presenting Information Clearly
- Taking Minutes in Meetings
- Writing Effective Emails
- Writing to Engage
- Writing to Inform
- Writing to Persuade
- How to Improve Your Vocabulary