

# ONYX ONLINE EDUCATION

:: Course Descriptions ::



[www.onyxedonline.com](http://www.onyxedonline.com)

# ABOUT US

As the sole proprietor of *Onyx Online Education & Training*, Professor Ashan R. Hampton 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 Group Training

We offer online writing classes for personal and professional development.

# WORKPLACE GRAMMAR AND STYLE

In the workplace, most people are not comfortable with their grammar or writing skills. "Workplace Grammar & Style" focuses on the fundamentals of grammar and business writing required to produce error-free documents.

## Course Outline:

- Spelling
- Prepositions
- Comma Splice
- Verbs
- Active/Passive Voice
- Avoid Sexist Language
- Sentence Variety

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
- Comma Rules
- Avoid Biased Language
- Avoid Wordiness

Price per person: varies.



# PROOFREADING SKILL BUILDER PRO

**“Proofreading Skill Builder PRO”** is a unique online class for business groups, teams, and corporations. Learn fundamental proofreading skills with practical, hands-on exercises.

## Course Outline:

- Proofreader Expectations
- Grammar Assessment
- Proofreading Prep
- Proofreading Tips
- Proofreading Strategies
- Proofreading Marks
- Proofreading Scenario

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
- Nonresponsive Audiences

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
- Homonyms & Homophones
- Articles

Price per person: varies.



# COPYEDITING BASICS

## 101 INTRO

"Copyediting Basics 101" is informational and practical for curious learners and experienced writers who are interested in what comes next after proofreading.

### Course Outline:

- Copyediting Introduction
- Proofreading vs. Copyediting
- Job of the Copyeditor
- Understanding Style Guides
- The Copyeditor's Toolkit
- Copyeditor Grammar

Price per person: varies.



# DIVERSITY IN WORKPLACE WRITING

## "Diversity in Workplace Writing"

illustrates how to identify and avoid language bias. Every lesson shows students alternate ways to write objectively when referencing race, sex, gender, orientation, age, medical condition or disability.

### **Course Outline:**

- What is Unconscious Bias?
- Types of Workplace Bias
- What is Language Bias?
- Examples of Bias
- Avoiding Biased Language
- Avoiding Sexist Language
- Identifying Writing Bias
- Unbiased Writing Tips

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.



# Questions?

Let's Get Started!

Also, if you need information that is not covered in our current classes, please let us know.

Click "[Group Classes](#)" on our website to download a [Group Enrollment](#) packet.

# CONTACT US



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