

# 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

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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.



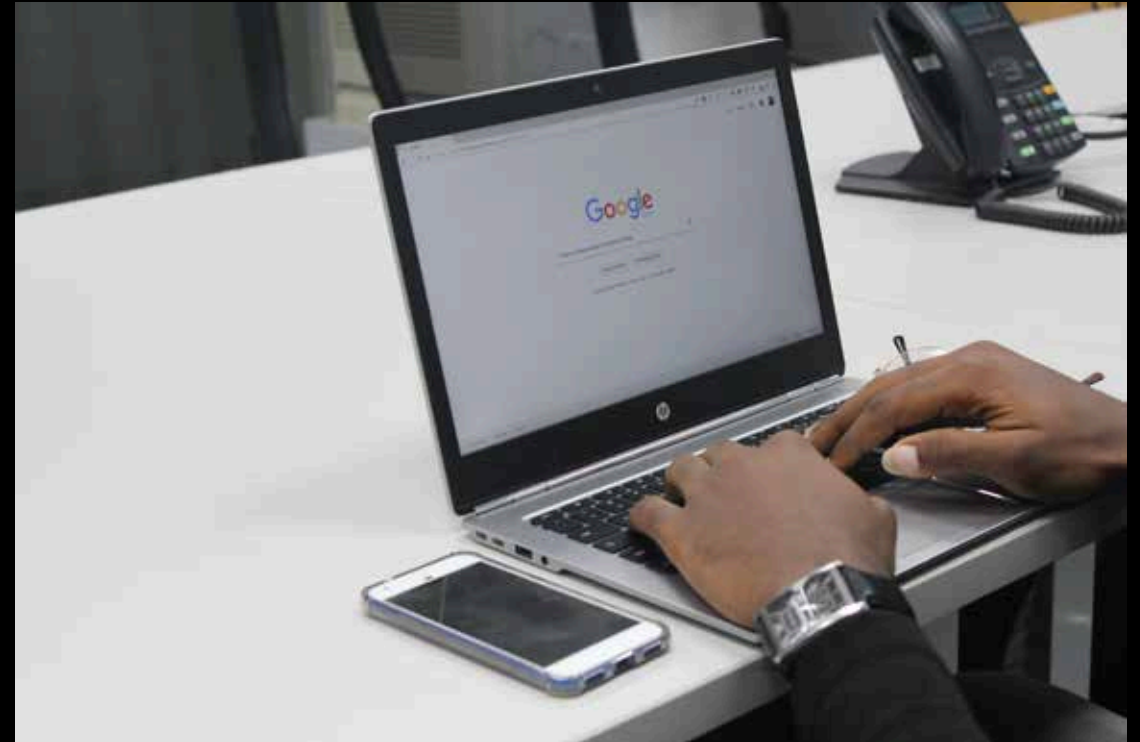
# DIVERSITY IN WORKPLACE WRITING

**"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.



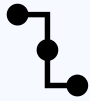
## Questions?

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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