

Other Components of the Eleventh Edition

A number of supplementary components are available in print and online for trainers and instructors to use in their courses. The online edition of the supplements is designed for McGraw-Hill's new Web-based platform Connect™, which allows trainers and instructors to easily post additional assignments and assessments online, where students will find them together with the *Basic Worksheets* or *Comprehensive Worksheets*. Connect also offers the trainer or instructor the option of having the *Worksheets* graded electronically online, an option that many instructors have long sought. Thanks to Connect, trainers and instructors will find the GRM *Worksheets* even easier to work with than ever. For more information on Connect and the various formats in which the supplements are now available, please consult the GRM Web site at <www.gregg.com>. Please look for the Instructor's and Trainer's Online Learning Center, which offers additional teaching materials, at <www.mhhe.com/grm11>.

Basic Worksheets. This set of worksheets focuses on the basic rules highlighted in Sections 1–11. These worksheets have been designed to build students' skills in three critical ways. First, they will familiarize students with the common problems they are likely to encounter in any written material they have to deal with. Second, these worksheets will direct students to the appropriate rules in Sections 1–11 so that later on, when they encounter similar problems in their own work, they will know where to look. Third, these worksheets will sharpen students' ability to apply the rules correctly under many different circumstances.

This set of worksheets begins with a diagnostic survey of each student's editing skills at the outset. Then after students have completed a series of 21 worksheets, they will encounter a parallel survey at the end that will show how much their editing skills have improved. In most of the intervening worksheets, rule numbers are provided alongside the answer blanks so that students can quickly locate the answers they need to complete each set of exercises. At the end of each of these worksheets is an editing exercise that requires students to identify and correct the implanted errors on their own, without the help of rule numbers alongside. Interspersed within this sequence of worksheets are three editing surveys that will periodically help students integrate all the things they have been learning in the preceding worksheets.

Comprehensive Worksheets. This set of worksheets, like the *Basic Worksheets*, has been designed to build skills in the same three ways described above. However, this comprehensive set draws on material from the entire manual and not simply from Sections 1–11. Moreover, these worksheets deal with problems of formatting letters, memos, and other business documents.

This program begins with a diagnostic survey and then, after a series of 31 worksheets, concludes with a parallel survey that allows students to demonstrate how much their editing skills have increased. Interspersed within this sequence of worksheets are four editing surveys that will periodically help students integrate all the things they have been learning up to that point.

Instructor's and Trainer's Resources

Two resource manuals offer teaching suggestions and keys to the two sets of worksheets. One manual is designed for academic instructors; the second, for independent training consultants and corporate training personnel. Like the *Basic Worksheets* and the *Comprehensive Worksheets*, these manuals are available on the GRM Web site and in print.

The Instructor's Resource Manual. This manual provides helpful guidance on how GRM and a set of the worksheets can be used to create effective courses of varying duration. Instructors will find specific recommendations on which topics to cover in light of the number of hours allocated to a particular course.

The Trainer's Resource Manual. This manual advises corporate training personnel on the best way to set up and run an in-house English skill-building program. It shows independent training consultants how they can custom-tailor a comparable program that meets the particular needs of each of their clients. Here again, trainers will find specific recommendations on what material to cover in GRM and the worksheets in light of the number of hours specified by the client.

Both resource manuals contain graphic instructional materials that were previously published as a separate item titled *Classroom Presentations*. PowerPoint slides available on the GRM Web site provide a helpful overview of the basic rules in Sections 1–11 (on style, grammar, and usage). Transparency masters display many of the model documents discussed in Sections 12–18. All of these graphic materials can be effectively used to introduce and reinforce the key topics presented throughout GRM.