Welcome, and thank you for signing up for this grammar and punctuation course. My name’s Cathy Wilcox and I’m a litigation lawyer. I was a dispute resolution partner at Dentons, one of the big global law firms. And during my time there, I got to understand and appreciate the importance of accurate, precise writing and drafting. And part of that is knowing your grammar and punctuation.   
It’s a two-module course. Today we’re going to be looking at grammar, and then Module 2 deals with punctuation. At the end of Module 2, you’ll get a downloadable document summarising everything that we’ve covered.   
When I was developing the course, I based it on everything that I couldn’t remember, or thought there might be a rule on, or wasn’t really sure about. So it’s quite self-indulgent. If, at the end, you feel I’ve missed anything, just let me know – drop me an email.   
We start with the absolute basics, because those are the building blocks that we need when we come on to look at the more complicated stuff. And there are some fairly silly little tips along the way. But if they help you to remember the rule, then, hopefully, that’s a good thing!   
It is based on British English, and obviously there may be differences in other English-speaking countries. And the other thing to say is that grammar changes over time. Things develop; they move on.   
So, let’s see what it’s all about!