So why are mistakes so common? Well if, like me, you were educated in the UK, you may well feel that there wasn’t much focus on grammar and punctuation at school unless you did another foreign language. There’s a whole load of us who really didn’t get the basics. And so it’s like a lost generation of people who are not confident about their grammar and punctuation. They’ve changed that now at schools, thankfully.   
Does this stuff really matter? Absolutely it does! And you signed up to the course, so hopefully that means you agree with me. And you’re right. It doesn’t matter when we’re messaging our friends (although I try to make my texts perfectly punctuated!) but it does matter at work. People judge us – they judge our intelligence based on our grammar and punctuation. They either think that we should know stuff, or else they think that it’s a lack of attention to detail, neither of which is great.   
And actually, worse, mistakes can change the meaning of a document. A wrongly placed comma can make a massive difference.   
So this course will hopefully give you the confidence that you do know the basic principles, and that you’ll be able to present a quality image with your writing.