

GRAMMAR - BACK TO BASICS



COURSE OVERVIEW

It has become the norm for most Malaysians to associate grammar only with English classes whilst in school. Most of us tend to disregard or take grammar lightly in daily conversation and in writing once we enter the working life. Most of us revert to Manglish or Singlish and these become inevitably our daily means of communication. Although it may not hamper in the delivery of our messages, it does mar precision and finesse in our communication. It also goes without saying, you write as how you speak. The irony of it is that many adults, fresh graduates, clerical staff, even managers and executives fail to remember this in their daily communication. Hence, this course will focus on how grammar is not just essential for examination purposes but also how vital it is to speak grammatically correct sentences and eventually be able to project these similar structures in written form.

COURSE OBJECTIVES

- Revisit the rules of grammar without all the jargon
- Understand and use various grammatical structures in a variety of situations, be it in oral or written form
- Make a concerted effort to eradicate Manglish, Singlish or Mother Tongue influence in one's repertoire and be conscious of correct grammatical structures
- Increase confidence in speech and writing through a variety of situations.

COURSE OUTLINE

- Basic Grammar Rules
- Language game – Error analysis of faulty grammar
- Common errors in speech and writing – challenges in usage (affect or effect, who or whom etc)
- Conveying messages using Direct and Indirect Speech
- Check that grammar (group discussion)
- Questioning techniques
- Ways of apologizing
- Reading and scanning for information in reports, newspaper articles and stories
- Getting the gist of reports and rewriting main points into a summary of information / report/ memo using grammatically correct sentences
- Adjectives and Adverbs – game expanding using adjectives and adverbs
- Spelling and Dictation game –Running dictation
- Let's be critical
- Creative Writing – the writer in me

TARGET AUDIENCE

Clerical staff, executives and managers and anyone who desires to improve or fine tune their knowledge and skill in grammar

If you have any enquiries, please contact
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