



ENGLISH LANGUAGE ENHANCEMENT

Training Topics:

Grammar

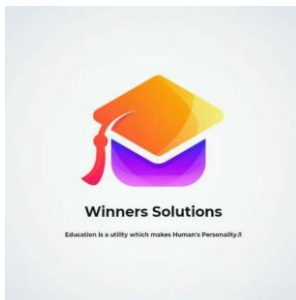
- Subject-Verb agreement
- Pronouns
- Adjectives and Adverbs
- Prepositions & Articles
- Active and Passive Voice
- Tenses

Business Writing

- Creating powerful presentations:
 - Getting to the point
 - Being concise
 - Paragraphing
 - Use of lists
 - Framing effective questions
 - Tone
 - Choosing the right tone
 - Conversational tone
 - Punctuation, grammar and spelling
 - Organizing your thoughts
 - Structuring paragraphs and sentences
 - Writing to keep the reader engaged
 - Softening a negative message

Elements of Spoken Communication:

- Inflection
- Pausing
- Reducing rate of speech
- Volume and tone
- Pitch
- Clarity and enunciation



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Practice Exercises:

- Reading exercises to practice pronunciation, inflection and enunciation
- Spoken communication exercises (extempore and presentations) to practice elements of rate of speech, pausing, inflection and tone of voice
- Written exercises to practice sentence construction
- Individual and group activities that enable participants to practice their learning
- Assignments that help enhance learning beyond the classroom sessions

Assessments:

- Pre-training assessment conducted on spoken and written communication at the start of the training program
- Individual feedback given to the participants on a regular basis during the sessions based on activities and assessments
- Post-training assessment conducted on the final day of the training program with participants being given feedback and action plans
- The results of the assessment and feedback will be made available to your organization

Training Hours:

Our recommendation is for 40 hours of training:

- This can be spread over ten sessions of four hours each (if there are two batches of training – one in the forenoon session and one in the afternoon session) twice a week for five weeks; or
- Five sessions of eight hours each once a week for five weeks

Training Methodology:

- PowerPoint will be used to teach concepts and show movie clips (where appropriate)
- Activities which enhance their understanding of theoretical concepts will be used
- The training will be centered on experiential learning techniques



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Resources Required:

- Momentum Training Solutions will conduct the training
- Maximum number of participants to a class will be 15
- The training will be conducted at a venue organized by your organization
- The following will be provided by your organization:
 - Handouts will be printed/photocopied
 - The LCD projector
 - Audio speakers

