



**PAN AFRICA SKILLS
& CONSULTING LTD**

International Diploma

in

Essential Everyday English

Improve and increase your technical and practical use of English for social, work, and everyday situations - improve your English proficiency and confidence in your use of English



This Program covers the essentials of English and focuses on improvement of reading, writing and understanding. The Program will increase technical and practical proficiency, and starts by explaining the different types of English words, the importance of sentences and paragraphs, what they do and how they should be put together, and teaches how to improve English usage, knowledge and communication. The Program deals with what needs to be known for success in Examinations, and for progress to more complex and professional English studies.

Course Outline

Module 1 - English Words

- Capital and small letters
- Vowels, syllables, consonants
- One, two and three letter words, longer words, forming words
- Kinds of words (“parts of speech”): nouns, pronouns, adjectives, verbs, adverbs, conjunctions, others

Module 2 - More About Nouns

- Proper nouns: names of people, countries, towns, physical features, when to use capital letters
- Numbers: singular and plural, changing singular to plural, standard and non-standard plural forms
- Gender: masculine, feminine, different words for the two, common gender, neuter gender
- Possessive nouns: possession or ownership, plural nouns, showing usage

Module 3 - Sentences

- Forming sensible sentences, correct order of words, the subject of a sentence, predicates in sentences
- Statements: telling something, questions, answers/replies, commands/orders, requests, responses
- When to use capital letters, the word “I”, start of a sentence, proper nouns, full stops
- Multiple or compound sentences, conjunctions, clauses, objects in sentences, positive and negative

Module 4 - More About Verbs

- Finite forms of verbs, showing state or being, verbs of action, the verb “to be”, conjugating verbs
- Present tenses of verbs, simple, continuous and perfect present tenses, past and present participles
- Future tenses of verbs, simple, continuous and perfect future tenses

- Past tenses of verbs, simple, continuous and perfect past tenses, past participles, irregular verbs

Module 5 - More About Pronouns

- Why we use pronouns, when pronouns start with capital letters, errors to be avoided
- Pronouns as subjects in sentences, subjective pronouns
- Pronouns as objects in sentences, objective pronouns
- Possessive, interrogative, demonstrative and emphatic pronouns, pronouns which start questions

Module 6 - More About Adjectives and Adverbs

- Why we use adjectives, nouns and pronouns as adjectives, possessive adjectives, comparisons
- Articles: “the”, “a” and “an”, colours and shades, ordinal and cardinal numbers
- The functions of adverbs: time, place, degree, manner, reason
- The placing of adverbs, forming adverbs from adjectives, comparisons, adverbs which start questions

Module 7 - Punctuation of Sentences

- Why punctuation is used, punctuation marks, when and why they may be used
- Full stops, questions marks, exclamation or command marks, commas
- Quotation or speech marks, words actually spoken, adding clauses, showing manner or tone
- Colons, semicolons, dashes, brackets, apostrophes, punctuated and unpunctuated passages

Module 8 - The English-English Dictionary, Vocabulary and Word Building

- Uses of a dictionary to find the spelling of a word, accented syllables, the meaning(s) of a word
- Alphabetical order, how words are explained, finding new words, words with multiple meanings
- Building new words, suffixes and prefixes and their use, using hyphens to join words
- The confusion of words, the same pronunciation but different meanings, tips on avoiding mistakes

Module 9 - Positive and Negative Sentences

- Changing positive to negative using “not”, negative shortened words/abbreviations
- Changing positive statements into positive questions, and positive questions into negative questions
- Questions which start with pronouns or adverbs, positive and negative
- Changing statements into questions using negative and positive “tails”, prefixes which change meaning

Module 10 - Sentences and Paragraphs

- Active and passive voices of verbs, changing from active to passive, from passive to active
- Lengths of sentences: short and long sentences, splitting up a long sentence, variety, transitive verbs
- Paragraphs, grouping sentences by topic, separating paragraphs, order of sentences and paragraphs
- Dialogue: direct, indirect or reported speech, changing from direct to indirect, and indirect to direct

Module 11 - Passages of Writing and Comprehension

- Using adjectives and adverbs to make writing interesting, using pronouns to avoid repetition, clarity
- Building a passage of writing: the “idea”, notes, topics, expanding notes into sentences and paragraphs
- Reading a story, passages about events, using imagination in writing, keeping readers interested
- Understanding passages of writing, comprehension tests, questions and answers, context, descriptions

Module 12 - Introduction to Letter Writing

- Social letters, guidelines for writing social letters, private letters, why they might be written
- Business letters, their objectives, features of business letters, professionalism in preparing them
- Sales letters, their aims, the need for attractive layout, accounts letters, their purposes and features
- Employment letters, letters seeking a job, invitation letters to an interview, further study of English