



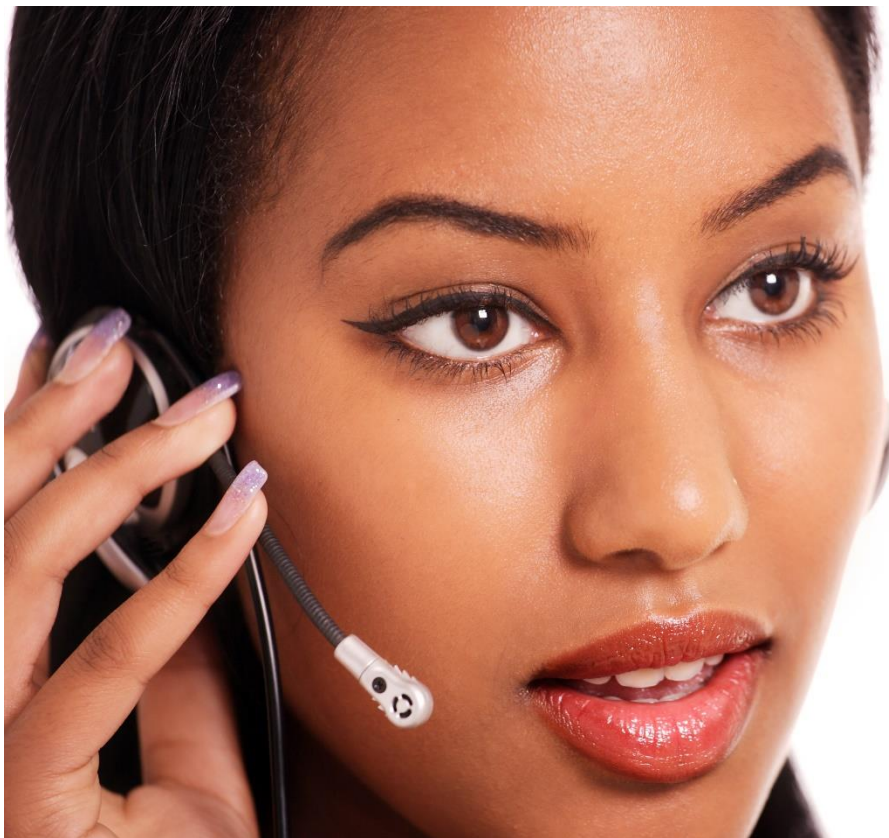
**PAN AFRICA SKILLS
& CONSULTING LTD**

International Diploma

in

Professional English (Everyday & Business Use)

**Learn to professionally use and understand English to a high level, in
social, business and situations.**



This Program is for men and women who need to learn and use advanced English in business, management and socially; it covers a wide range of topics which are very important in speaking, reading and writing good English of an advanced standard, both in everyday situations and in the workplace. Those who thoroughly study and complete this Program will gain a good understanding of technical English matters and will be able to read, write and communicate in good English, and show that they have the education and training which employers want in staff destined for promotion, and which gives confidence to employers, colleagues, customers and clients.

Course Outline

Module 1 - English Words and Punctuation

- The English alphabet, capital and small letters, vowels and consonants, building a good vocabulary
- An English dictionary, its uses to find the spelling, meaning and accented syllables of a word
- Capital letters, the word I, grouping words into complete sentences
- The many types of punctuation marks and their uses, passages of text before and after punctuation

Module 2 - Sentences and their Essential Parts

- The subject of a sentence, kinds of subjects, the purpose of the predicate
- Finite verb, words which give more information, 1st, 2nd and 3rd persons, singular and plural
- The verb To Be, using the verb To Be to make finite forms of other verbs, verb forms showing action
- Present tenses of verbs, the simple present, the continuous present, agreement of verb forms

Module 3 - Nouns, Pronouns and Adjectives

- Nouns, proper nouns, number, subjects, gender, ways of showing possession
- Pronouns, subjective, objective, personal, possessive, emphatic, interrogative, demonstrative, indefinite
- Adjectives qualifying nouns and pronouns, nouns and pronouns as adjectives, possessive adjectives
- The comparison of adjectives, positive, superlative, common errors, articles, colours and numbers

Module 4 - Verbs and Adverbs

- Simple present tenses, simple future tenses and simple past tenses of verbs, conjugating verbs
- Continuous present tenses, continuous future tenses, continuous past tenses of verbs
- Present perfect tenses, perfect future tenses, perfect past tenses of verbs, participles
- Adverbs, describing words, kinds of adverbs, position in sentences, forming adverbs, comparisons

Module 5 - Adding Variety and Interest; Conjunctions, Prepositions, Exclamations

- The “context”, the roles played by words, the parts of speech, articles as “pointers” to nouns
- Distinguishing nouns from verbs, and adverbs from adjectives, avoiding common mistakes Simple sentences, compound sentences and clauses, conjunctions, joining clauses
- Prepositions showing position and relationship, exclamations and interjections, their uses

Module 6 - More About Verbs

- Complements of verbs: subjective, adverbial, objective, verbs with words in special cases
- Transitive verbs, active and passive voice, defective verbs adding shades of meaning
- Non-finite forms of verbs, infinitives, present participles, past participles
- Dialogue, direct speech, indirect speech

Module 7 - Types of Sentences

- Building up sentences, using tenses, adjectives, adverbs, phrases, conjunctions
- Sentences making positive or negative statements or questions, using the adverb “not”
- Statements making positive or negative commands, telling or instructing, emphasising commands
- Questions introduced by pronouns or adverbs: who, what, whose, which, why, where, how, when

Module 8 - English as a ‘Living’ Language

- The “fluidity” of English, the confusion of words: spellings, meanings, pronunciations, accents
- Different spellings and meanings of words in different countries, proverbial sayings and meanings

- Idiomatic expressions, slang and colloquial terms and expressions, warnings about their use
- Similes and metaphors, examples and meanings, ensuring the clarity of written and spoken English

Module 9 - Effective Writing: Sentence, Paragraphs, Passages, Comprehension

- Writing skills, comparing speech and writing, stress, emphasis, tone, gestures, expressions
- Choosing the right words, using punctuation to help readers, adding colour and life to writing
- Paragraphs with similar topics, sentences order and lengths, story writing, planning, imagination
- Comprehension, understanding spoken and written passages, direct and indirect speech

Module 10 - Introduction to Letter Writing

- Social, business and private letters, grouping and the logical order of sentences and paragraphs
- Guidelines for writing social letters, layout and feature, specimens of different kinds
- Features of business letters, letterhead, greetings, writer's signature and designation
- Layouts of business letters, categories of business letters, sales letters

Module 11 - Business Letter Writing

- Objectives of business letters, planning and drafting letters, ensuring continuity
- Letters about employment, invitations for interviews, letters about promotion or transfer
- Accounts letters, different types and purposes, overdue payments, queries
- Post scripts to letters, completing closing sentences, enclosures with letters

Module 12 - More on Business Letters and Private Letters

- Expressing feelings in writing, different tones to achieve different objectives
- Letters of complaint, justified and unjustified complaints, letters responding to complaints
- Letters apologising for mistakes or problems caused, remedying the situation
- Private letters, permitted deviations, replies to them, guidelines for developing writing style