

Workshop Title	Business English Skills
Workshop Duration	2 Days
Workshop Description	This workshop is ideal for learners needing to understand and use the most important points of English grammar in everyday situations. This covers strong grammar focus and allows learners to practise the key language to communicate.
Who Should Attend?	<ul style="list-style-type: none"> • Non-Executives • Executives
Workshop Objectives	<ul style="list-style-type: none"> • To build self-esteem and confidence in the use of Business English Language. • To expand their vocabulary, giving them words and phrases they need to talk about a variety of topics. • To produce grammatically correct sentences to convey message clearly and accurately. • To develop their skills to improve listening and writing. • To improve all aspects of their pronunciation systematically. • To produce grammatically correct sentences in everyday situations.
Workshop Outline	<p>Module 1: Introduction to Words and Sentences</p> <ul style="list-style-type: none"> • Word classes • Parts of speech • Direct and indirect objects <p>Module 2: Fundamentals of Grammar</p> <ul style="list-style-type: none"> • Introduction to grammar • Identifying grammar-parts of speech • Understanding the function of grammar <p>Module 3: Grammar Drill</p> <ul style="list-style-type: none"> • Understanding the form and meaning of Tenses

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	<ul style="list-style-type: none"> • Identifying the tenses and using them effectively • Using the tenses in real work & everyday situations <p>Module 4: Speak Up with Phonetics and Pronunciation</p> <ul style="list-style-type: none"> • Reading phonetics for accurate pronunciation • Recognizing sound symbols - vowels & consonants • Identifying intonation and stress <p>Module 5: Business English For Work</p> <ul style="list-style-type: none"> • Internal functional business English • External functional business English • Business English for specific purposes
<p>Training Methodology</p>	<p>The training methodology will include short lectures, role-plays, grammar games, presentations, discussions, reading and writing practices, activities using songs, ideas sharing with continuous evaluation and real time feedback.</p>

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