

BRUSH-UP YOUR ENGLISH! Level 1

Continuing professional development!



Most of us assume we know and remember all of the essentials of the English **spelling**, **grammar** and written communications. But in our day to day use of the English language we slowly discover that we can use a refresher course in the fundamentals of the English we once dominated flawlessly not so long ago at school. If that is your daily dilemma and you want to improve your skills in this area, it is obviously time to revive your knowledge of those “details” that can help you write, and read more efficiently and avoid uncomfortable moments with clients and or superiors.

FOR WHOM

This course is for professionals wanting to improve their basic writing skills, among others business writers, creative writers and office staff wanting to improve work related writing and avoid embarrassing their boss and themselves.

The practicality of the course

Our original course is designed as a refresher course for those who need to brush up on their skills and a reference for anyone who wants to be able to look up the rules for confusing grammatical questions quickly and easily. After you’ve reviewed the basic rules of grammar and spelling, you can move on to the lessons **level II** on writing style for tips on improving your sentence and paragraph structure, how to polish your writing and how to avoid common errors. The purpose of this course is to rebuild your confidence in your ability to write various types of correspondence, such as memos, letters, and the use of the correct tenses and vocabulary, thus **improving** your writing skills.

Course material

Participants receive a binder compiled specifically for this course by Adviesbureau InTop N.V.

Duration & time

This level consists of 8 sessions of 2½ hours each from 6:30 pm till 9:00 pm

Learning outcomes

- Basic and Foundational concepts of English grammar
- Correct Tense usage in (Present, Past, and Future Simple and Progressive) Tenses will be covered more extensively in the second level.
- Spoken and written dialogues
- Written grammar including: Placement of periods and commas, sentence structure, correct verb usage, spelling
- Each week students will learn a new set of English vocabulary
- Correct Pronunciation
- Mastery of Content of at least 70% or higher

Test & certificate

Last day of the course a 1-hour final test will be given to the participants. Participants will be awarded certificate once they have proven adequate participation during the training.

Costs

Please contact us for more information about the cost of this course.

Payment in installments is possible! A weekly/monthly payment plan has to be separately agreed upon.