



## ***The English Express I™:*** **Basic English for the Office**

### ***Course Objective***

In this 2-day intensive programme, participants will acquire the motivation and skills to converse in English in their daily office interactions.

### ***Course Methodology***

This programme comprises a mix of motivation, actual content and hands-on practice. For actual content, it covers basic grammar, correct pronunciation, social interactions and work-related conversations. The participants make a pledge to speak English at the beginning of the programme which is repeated throughout the programme. The momentum is built up where content learned earlier (e.g. grammar) must be applied in later modules. There will be many rounds of role plays on the second day where participants create and act out their own specific scenarios. The trainer will be actively coaching the participants to correct their grammar, pronunciation and vocabulary.

### ***Course Syllabus***

<i>Module 1</i> <b>Overcoming the Fear of the English Language</b>	Benefits of speaking English at work, obstacles faced and how to overcome them, the pledge & first speaking session (self-introductions)
<i>Module 2</i> <b>Basic Grammar I</b>	Revision of subject-verb agreement and 4 basic tenses (present simple, present continuous, past simple & past continuous) with exercises
<i>Module 3</i> <b>How To Be Polite (in English)</b>	Social interactions at the office – greetings, small talk, taking leave & 3 magic words
<i>Module 4</i> <b>Using Correct Pronunciation</b>	Commonly mispronounced words related to business (general) & other mispronounced words by department / job scopes
<i>Module 5</i> <b>Basic Grammar II</b>	Revision of 2 more basic tenses (present perfect & future simple) with exercises
<i>Module 6:</i> <b>Office Conversations I</b>	Cooperating in a project, expressing an opinion & making a suggestion – key phrases to use and role plays
<i>Module 7</i> <b>Office Conversations II</b>	Asking a favour, expressing a grievance & reporting about work – key phrases to use and role plays
<i>Module 8</i> <b>Telephone Conversations</b>	Key phrases to use and role plays