



## Training Topics:

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### Grammar

- Subject-Verb agreement
- Pronouns
- Adjectives and Adverbs
- Prepositions & Articles
- Active and Passive Voice
- Tenses

### Business Writing

- Creating powerful presentations:
  - Getting to the point
    - Being concise
    - Paragraphing
    - Use of lists
    - Framing effective questions
  - Tone
    - Choosing the right tone
    - Conversational tone
  - Punctuation, grammar and spelling
  - Organizing your thoughts
  - Structuring paragraphs and sentences
  - Writing to keep the reader engaged
  - Softening a negative message

### Elements of Spoken Communication:

- Inflection
- Pausing
- Reducing rate of speech
- Volume and tone
- Pitch
- Clarity and enunciation



## **Practice Exercises:**

- Reading exercises to practice pronunciation, inflection and enunciation
- Spoken communication exercises (extempore and presentations) to practice elements of rate of speech, pausing, inflection and tone of voice
- Written exercises to practice sentence construction
- Individual and group activities that enable participants to practice their learning
- Assignments that help enhance learning beyond the classroom sessions

## **Assessments:**

- Pre-training assessment conducted on spoken and written communication at the start of the training program
- Individual feedback given to the participants on a regular basis during the sessions based on activities and assessments
- Post-training assessment conducted on the final day of the training program with participants being given feedback and action plans
- The results of the assessment and feedback will be made available to your organization

## **Training Hours:**

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Our recommendation is for 40 hours of training:

- This can be spread over ten sessions of four hours each (if there are two batches of training – one in the forenoon session and one in the afternoon session) twice a week for five weeks; or
- Five sessions of eight hours each once a week for five weeks

## **Training Methodology:**

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- PowerPoint will be used to teach concepts and show movie clips (where appropriate)
- Activities which enhance their understanding of theoretical concepts will be used
- The training will be centered on experiential learning techniques

## **Resources Required:**

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- Momentum Training Solutions will conduct the training
- Maximum number of participants to a class will be 15



# English Language Training



- The training will be conducted at a venue organized by your organization
- The following will be provided by your organization:
  - Handouts will be printed/photocopied
  - The LCD projector
  - Audio speakers