

REFRESHER COURSE ON BUSINESS ENGLISH

Workplace Communication for the 21st Century

9:00 am to 5:00 pm, Thursday & Friday, September 13 & 14, 2018
EDSA Shangri-La Hotel, Mandaluyong City, Philippines

COURSE OUTLINE

Day One

Welcome to the Refresher Course on English

Workshop Content Preview
Workshop Dynamics: Team Formations
for Fun English Learning Games

Ready, Get Set, Go!

Top Priorities: Practical English Concerns
Essential Grammar for Practical Use

Overview of Language and English

The Permanent Reality of Language Change
Surprise Tidbits: The Sound of Old English
& Middle English, Shakespeare & Modern
English
The Market Levels of Usage
Standard, Informal, Non-standard
The Need for Standard Writing awareness

Get to the Bottom of It: Top Priority English concerns for Practical Use

e.g. of typical errors: *irregardless, routinary, with
regards to, appreciate if, result to*

Oxford or Harvard? Cambridge or Yale?

Which is better: British or American English
Vocabulary, Pronunciation, Spelling
Focus on word meaning
e.g. bimonthly, table an issue

Back to Professional Basics:

Parts of a Sentence
Parts of Speech

The Gargoyles of Grammar

The Quirks of English
It's Function, Not the Part of Speech!
A Review of Gerunds & Other Verbals

The Verb Is the Life of a Sentence!

Overview of Simple Forms, Progressive,
& Past Participle Forms
Focus on the Present Tense
Agreement of Subject & Verb
Clarifying plural forms of special nouns
e.g. evidence, baggage, information
jewelry, feedback
Agreement of Noun & Pronoun

The Thrilling Trouble with Idioms:

Priority Concerns on the Idiomatic Use of
Prepositions

e.g. on the ship, in the banca, on the bus, in
the jeep

Idioms as Figures of Speech

e.g. keep me in the loop, in the black/red,
dressed to the nines

Fun Team Grammar & Word Games

Mind Your F's and P's & Vowel Sounds (including schwa)

Priority Pronunciation Concerns
e.g. vacate, vis-à-vis, supervisory, gross
Typical Vowel & Consonant sound errors
e.g. there are more than five vowel sounds!!!
e.g. voiced & voiceless consonants (p/b, f/v,
th)

Are You a Person with a Past?

Past Tense Awareness
Quick Review of Past Tense Forms
Focus on Irregular Verb Forms
e.g. speak-spoke-spoken, put-put-put, come-
came-come
Consistency & Sequence of Tenses
e.g. He said that he would. . . .

What's So Perfect about Perfect Tenses?

Rationale for the Perfect Tenses
Uses of the Present Perfect
Formula & Samples
Uses of the Past Perfect
Formula & Samples
Uses of the Future Perfect
Formula & Samples
The Confusion between Past & Present
Perfect
The Confusion between Past & Past Perfect

Something To Stir Your Grammar IQ

Spoken English Strategies Requiring Grammatical
Correctness
With Verb Forms
Short responses e.g. yes it is
Tag Questions e.g. isn't it?

Sentence Style for Men only, but not for boys

Application of Short & Tag Verb forms
e.g. The plaintiff did not reply and neither
did the defendant.
e.g. The judge's staff is here and so is mine.
Fun Team Grammar & Word Games

Your Native English Slip Is Showing

Pronunciation focus on placing the stress on certain words

e.g. inventory,

Focus on Words often Mispronounced with the wrong emphasis

e.g. circumstances

British & American journeys

e.g. not hot pot

e.g. dropping of the terminal r sound

British intonation: a peek at its musicality

One Definite Native English Giveaway

Short and Tag Questions

A review of verb phrase constructions

One solitary main verb

Modal verb + main verb

Verb forms of the verb *be*

Formulas for Short & Tag questions

Contraction forms

Pronoun use

Affirmative/Negative constructions

Conversational emphasis

Fun Team Grammar & Word Games

Day Two

Of Surprised Husbands & Astonished Wives

Exact Word Choice

British cf. American (in review, again)

e.g. appraise cf. apprise

e.g. two meanings of perusal, bimonthly, to table the issue

Emerging Uses of Words

e.g. celebrant

Malapropisms

Correct Me If I'm Wrong? Unfortunately...

Positive Word Choice

The Customer-Friendly Word Awareness

Avoiding Negative Words

e.g. what's your argument, you failed to...

How to be politically correct:

avoiding racist & sexist language

Sentence Sense and Punctuation Power

Sentence Construction & Punctuation Marks

Dangling constructions & commas

Misplaced modifiers

Illogical constructions

Sentence transformations

The overuse of *which is*

Hyphens cf. Dashes

Abbreviations: i.e. e.g. cf. nb.

Fun Team Grammar & Word Games

The Iffiness of And and But etc.

Conjunctions & Clauses

Understanding the Clause (cf the sentence)

Conjunctions in phrases cf in sentences

Dependent clauses & subordinate conjunctions

Independent clauses & coordinate conjunctions

The Subjunctive Mood

The *If & I wish* clauses

Formulas of verb phrases for special cases

When You Wish Upon a Star: Of Wishes and Possibilities

The Subjunctive Mood

The I-Wish phrase

Three If cases

Verb patterns and formulas

e.g. if he is going, if he went, if he had gone

Special verb forms that require simple forms

e.g. nominate that, request that, necessary that

Word Games

Akin to Newfoundland and Yosemite

Pronunciation

Additional words for pronunciation drills

Proper Nouns: Some Names & Places

e.g. O'Donnell, Roosevelt, Maldives, Cebu

Intonation

Seven major patterns

Avoiding Filipino or Local intonation

while using English words

Blending & Rhythm

Placing life in speaking

Comprehensive Exercises on English Grammar

Multiple Choice Exercise (Scoring is Not Required)

Sentence exercise: determine what is non-standard

Surprise! Surprise! Commonly Mispronounced Words

And Now, the End Is Near

Integration of Key Learning Points

Action Steps

A Final Learning Perspective:

Which Is Better—Written or Oral?

Unique Benefits of Each Channel

Final Exercises

English Proficiency

Effective Writing: Paragraph

Immediate Feedback

Final Corrections and Clarifications of Concerns

Q & A

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