

REFRESHER COURSE ON BUSINESS ENGLISH

Workplace Communication For The 21st Century

9:00 am to 5:00 pm, Thursday & Friday, February 22 & 23, 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

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

Ready, Get Set, Go!

Top Priorities: Practical English Concerns
Essential Grammar for Practical Use

Fun Team Grammar & Word Games

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

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)

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*

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. . . .

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

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

Perfect

The Confusion between Past & Past Perfect

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

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?

The Thrilling Trouble with Idioms:

Priority Concerns on the Idiomatic Use of Prepositions

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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