

## Language Institute Courses

### ENGLISH WRITING SKILLS

**Description:**

If you need to produce user guides, proposals, specifications or any form of online documentation then you'll be using language to communicate with your reader. This course is the essential techniques necessary to produce clear and unambiguous written communications.

**Objectives:**

- Write effective communications
- Use strategies for reader-centered writing
- Address readers' expectations and concerns
- Use appropriate formats for resumes, letters, memos, reports, proposals, instructions, etc.
- Follow processes for developing written communication
- Design effective visual aids
- Use sound design principles to create effective page layouts in documents
- Locate/use resources to develop research

**Target Audience:**

- Technical writers, business analysts and business people responsible for producing user guides, proposals, reports, specifications and online documentation.

**Training Period:**

- 25 hour

## ENGLISH LISTENING AND SPEECH SKILLS

### **Description:**

This course provides a comprehensive approach to speaking and listening competence. Speaking and listening are a double focus because it is necessary to listen well to improve speaking ability. For this reason, the course covers the major areas of speech production and the listening skills necessary to specifically improve speech production and generally improve listening ability. The major elements of English speech production are taught; however, with the help of the tutor, three or four focus problems will be identified for each Trainee to work on. Trainee will learn to integrate the essential elements of accurate pronunciation and speech and to listen for the nuances in pronunciation that provide clues to meaning

### **Objectives:**

- Improve your general ability to speak English more clearly and accurately.
- Attach correct sounds to difficult spelling patterns.
- Hear the difference between similar consonants and vowels and speak them correctly.
- Hear and speak accurate word endings.
- Link thought groups accurately within phrases and sentences.
- Identify and speak the correct number of syllables.
- Use grammatical cues to determine and control stress in words and sentences.
- Listen to a variety of short dialogues and respond appropriately.

### **Target Audience:**

- Entrepreneurs and others who would like to learn the right way of Listening and Speech skills.

### **Training Period:**

- 25 hour

## TOEFL PREPARATION

### **Description:**

The Online TOEFL Test Preparation Course sets out for 50 hours of objectives through which a person can improve his or her score on the TOEFL test. Every day for a month-long period, course members follow an assigned schedule by which they learn TOEFL skills through studying lectures, doing exercises, taking practice TOEFL tests and receiving instructor feedback.

### **Objectives:**

Having taken this course, one is expected to

- Gain familiarity with the directions and test-taking strategies for all sections of the computer based and paper based TOEFL test.
- Employ and sharpen strategies for the listening, grammar, reading, and writing sections of the TOEFL test.
- Become used to TOEFL test-taking conditions by working on timing and concentration while taking the practice material.
- Deepen one's general knowledge of academic English.
- Achieve the required score on the TOEFL test.

### **Target Audience:**

- Entrepreneurs and others who would like to achieve the required score on the TOEFL test.

### **Training Period:**

- 50 hours

## ILETS PREPARATION

**Description:**

The aim of this course is to prepare international Trainees for the academic module of the (IELTS) exam - International English Language Testing System. This examination is required for working and studying in the UK. Course contents include General English, Exam Preparation, Cultural Awareness, IT Skills, Presentation Techniques, Study Techniques & Research methods.

**Objectives:**

Having taken this course, one is expected to

- Gain familiarity with the directions and test-taking strategies for all sections of the computer based and paper based ILETS test.
- Become used to ILETS test-taking conditions by working on timing and concentration while taking the practice material.
- Deepen one's general knowledge of academic English.
- Achieve the required score on the ILETS test.

**Target Audience:**

- Entrepreneurs and others who would like to achieve the required score on the ILETS test.

**Training Period:**

- 50 hours

**ENGLISH PROFICIENCY – LEVEL A**

**Description:**

This is a highly interactive course that aims to enable Trainees to use the English language properly and effectively in their daily life as well as to have a good command of language for their academic studies. The course pays attention to the four skills of English concentrating on the English grammar as the tool for conveying their message whether academic or otherwise.

**Objectives:**

- facilitate Trainees to use the four language skills and grammar at more challenging and complex situations
- provide Trainees with a conducive English -speaking environment to use the language skills and grammar at a higher level
- provide Trainees with opportunity to apply and use more complex rules of grammar in meaningful contexts
- develop higher level reading skills (Reorganization and Inferential Levels)
- develop higher level writing skills (e.g. organizing paragraphs, using complex sentence linkers)

**Target Audience:**

- Entrepreneurs and others who would like to improve their skills in English.

**Course Materials:**

- John and Liz Soars. NEW Headway (pre- intermediate). UK: Oxford Academy Press.

**Training Period:**

- 30 hours

**ENGLISH PROFICIENCY – LEVEL B**

**Description:**

This course is intended to improve Trainees' abilities to use the English language in their professional and personal lives. It improves Trainees' reading, writing, speaking and listening skills. Technical and business concepts are employed in oral and written projects demonstrating the ability to research information and present it formally. Weekly assignments and projects are expected and should be presented either orally or in a written format.

**Objectives:**

- facilitate Trainees to use the four language skills and grammar at more challenging and complex situations
- provide Trainees with a conducive English -speaking environment to use the language skills and grammar at a higher level
- provide Trainees with opportunity to apply and use more complex rules of grammar in meaningful contexts
- develop higher level reading skills (Reorganization and Inferential Levels)
- develop higher level writing skills (e.g. organizing paragraphs, using complex sentence linkers)

**Target Audience:**

- Entrepreneurs and others who would like to improve their skills in English and have completed level A.

**Course Materials:**

- John and Liz Soars. NEW Headway (pre- intermediate). UK: Oxford Academy Press.

**Training Period:**

***London College***  
***of Developmental Studies***  
***"LCDS"***



- 30 hours

**ENGLISH PROFICIENCY – LEVEL C**

**Description:**

This course is Complementary to course Level B. It improves Trainees' reading, writing, speaking and listening skills. Weekly assignments and projects are expected and should be presented either orally or in a written format.

**Objectives:**

- facilitate Trainees to use the four language skills and grammar at more challenging and complex situations
- provide Trainees with a conducive English -speaking environment to use the language skills and grammar at a higher level
- provide Trainees with opportunity to apply and use more complex rules of grammar in meaningful contexts
- develop higher level reading skills (Reorganization and Inferential Levels)
- develop higher level writing skills (e.g. organizing paragraphs, using complex sentence linkers)

**Target Audience:**

- Entrepreneurs and others who would like to improve their skills in English and have completed B.

**Course Materials:**

- John and Liz Soars. NEW Headway (intermediate level). UK: Oxford Academy Press.

**Training Period:**

- 30 hours