

Course Outline**1st Month**

Unit 1 (2 hours)	Overview course subject matter, objectives, forms of communication, impact of words Business writing vs other types of writing Course objectives Relationships between speaking and writing Non-verbal communication and subliminal impact Societal norms The common origin of speech and writing Creating neural pathways In-class writing assignment Reading list Review homework assignments
Unit 2 (2 hours)	Review vocabulary homework, & program for students to speak impromptu using the words Review and critique of students' written 500 word essay for homework Prepositions Writing powerful sentences – textbook chapter Discuss the next 20 vocabulary words to learn for the next class Discuss idiom and common phrases to learn for the next class Discuss the 500 word essay due for next class

<p>Unit 3 (2 hours)</p>	<p>Review vocabulary homework, & program for students to speak impromptu using the words Review and critique of students' written 500 word essay for homework Prepositions Writing powerful sentences – textbook chapter Discuss the next 20 vocabulary words to learn for the next class Discuss idiom and common phrases to learn for the next class Discuss the 500 word essay due for next class</p>
<p>Unit 4 (2 hours)</p>	<p>Review vocabulary homework. Students speak impromptu using the words Review and critique of students' written 500 word essay for homework; Same words with different meanings – homonyms, homographs, contronyms, synonyms, homophones Parts of speech - textbook chapter Vocabulary overview & the next 20 words due for speaking next class Idiom and common phrases Discuss the 500 word essay homework due next class</p>

2nd Month

<p>Unit 5 (2 hours)</p>	<p>Review vocabulary homework. Students speak impromptu using the words Review and critique of students' written 500 word essay for homework; Writing succinctly Punctuation - textbook chapter Vocabulary overview & the next 20 words due for speaking next class Idiom and common phrases Discuss the 500 word essay homework due next class</p>
------------------------------------	---

Unit 6 (2 hours)	Review vocabulary homework. Students speak impromptu using the words Review and critique of students' written 500 word essay for homework; Verb tenses & irregular verbs Verbs at work - textbook chapter Vocabulary overview & the next 20 words due for speaking next class Idiom and common phrases Discuss the 500 word essay homework due next class
Unit 7 (2 hours)	Review vocabulary homework. Students speak impromptu using the words Review and critique of students' written 500 word essay for homework; Articles - using definite, indefinite, and no article Pronouns - textbook chapter Vocabulary overview & the next 20 words due for speaking next class Idiom and common phrases Discuss the 500 word essay homework due next class
Unit 8 (2 hours)	Review vocabulary homework. Students speak impromptu using the words Review and critique of students' written 500 word essay for homework; Intonation Modifiers - textbook chapter Vocabulary overview & the next 20 words due for speaking next class Idiom and common phrases Discuss the 500 word essay homework due next class

3rd Month

Unit 9 (2 hours)	Review vocabulary homework. Students speak impromptu using the words Review and critique of students' written 500 word essay for homework; Idiom & phrases Writing traps - textbook chapter Vocabulary overview & the next 20 words due for speaking next class Idiom and common phrases Discuss the 500 word essay homework due next class
-----------------------------	---

Unit 10 (2 hours)	Review vocabulary homework. Students speak impromptu using the words Review and critique of students' written 500 word essay for homework; Presentations Professional communication - textbook chapter Vocabulary overview & the next 20 words due for speaking next class Idiom and common phrases Discuss the 500 word essay homework due next class
------------------------------	--

UEN: 201201730G

Registered with Ministry of Education Singapore

MOE Registration No.: 4228