

# CERTIFICATE OF PROFICIENCY IN SPOKEN AND WRITTEN ENGLISH



International School  
*Of* Management

— UNLOCKING KNOWLEDGE —

# INTRODUCTION



English Language is a borrowed language for Nigerians. Yet, it is considered the primary language for business and many times for socialising and governance. This presents a challenge for many people in workplaces and even social circles. Communicating in English is not merely a matter of sending messages, it is also important to be able to use a borrowed language proficiently, whether one is writing or speaking.

Grammar correctness ensures clarity, facilitates understanding, communicates competence, and enhances the company's and the employees' professional images. It can also improve customer service because of a reputation for ability to clearly and effectively communicate with clients, internal parties, and the larger public.

This training program aims to help learners in corporate environments to become more proficient in speaking and writing in English language. The focus will be on grammar rules and writing style.

The ideal learners on this programme must be the literates including some high school leavers, college and university graduates with generally fair communication skills. They should be able to communicate through electronic media, telephone, and at meetings. It is important to develop the confidence of the above class of people in writing in English language in order to enhance their personal fulfilment, professionalism, productivity and for the sake and image of the organisation they represent.

# COURSE OBJECTIVES

At the end of the program, the participants are expected to:

- Have undergone a review of grammar rules and applications
- Pass an assessment to test their proficiency
- Be more confident with their ability to speak and write fluently in English
- Be able to move on to the next stage of business skill programme such as report writing, academic writing, citation and referencing

# COURSE METHODOLOGY

This program will require learners to work and learn in and out of the programme venue.

The programme sessions will be highly interactive, providing the learners with a laboratory to apply and practice the theoretical knowledge presented. Mental and physical activities, mini-lectures, quizzes, games, exercises, and diagnostic tests will drive home the learning and will provide the learners with a fun learning environment.

The learning will extend beyond the course venue as learners work on the take-home exercises and apply the lessons to work situations. The goal is to provide opportunities for immediate and practical application so that learners can absorb and retain the lessons.

# COURSE PREREQUISITE

It is compulsory that each learner submits the followings within at least one (1) week before the course commences:

- Copy of business letter or short report written by the learner to address any issue of their choice
- A one-page (approximately 350 words) of self-introduction write-up printed on A4 paper, font size 10, double spaced, blocked paragraph, justified, using Verdana font type.

# COURSE OUTLINE

## Module 1:

- General Diagnostic Test
- Discussion of result & Priorities

## Module 2:

- Energizer Game: Body Spell
- Pre-Quiz
- Last Man Standing – Spelling Game
- Mini-Lecture: The Importance of Correct Spelling
- Common Spelling Mistakes
- Spelling Cheat Sheets
- Workbook Exercises
- Spot the Mistakes
- Post-Quiz
- Writing Assignment

## Module 3:

- Energize Game: Word Jigsaw
- Pre-Quiz
- Mini-Lecture: Parts of Speech
- Workbook Exercises
- Spot the Mistakes
- Post-Quiz

## Module 4:

- Energizer Game Storytelling
- Pre-Quiz
- Mini-Lecture
- Workbook Exercises
- Spot the Mistakes
- Conversation Practice
- Post-Quiz
- Writing Assignment

## Module 5:

- Energizer Game: Memory Game
- Pre-Quiz

## Module 6:

- Mini-Lecture
- Workshop Exercises
- Spot the Mistakes
- Conversation Practice
- Post-Quiz
- Writing Assignment
- Mini-Lecture
- Group Activity: Love Letter

## Module 7:

- Energizer Game: Listen, Catch
- Pre-Quiz
- Mini-Lecture
- Workbook Exercises
- Spot the Mistakes
- Conversation Practice
- Post-Quiz

## Module 8:

- Energizer Game: Memory Game
- Pre-Quiz
- Mini-Lecture
- Workbook Exercises
- Spot the Mistakes
- Conversation Practice
- Post-Quiz

# COURSE OUTLINE (Cont'd)

## **Module 9:**

- Reading
- Reading Exercises
- Punctuations

## **Module 10:**

- Final Review and Accomplishment Test
- Writing Exercise and Buddy Proofreading
- Final Q & A

# REGISTRATION & ENQUIRIES

**Date :** 3 days

**Tuition :**

In-Person: N235, 000

Live Online: N200,000

LMS: N120,000 (3 Weeks)

**FOR FURTHER ENQUIRIES, PLEASE CONTACT:**

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**PLEASE MAKE CHEQUE AVAILABLE TO  
INTERNATIONAL SCHOOL OF MANAGEMENT**



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