



## Write English Effectively in 18 hours

**Primary objective:** Acquiring proficiency to write Business English

### **Contents of the program**

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|--------------------------|-------------------------------|
| 1. Selecting words       | 11. Ordering of sentences     |
| 2. Ordering words        | 12. Comprehension             |
| 3. Completing statements | 13. Change of voice           |
| 4. Closet test           | 14. Sentence formation        |
| 5. Idioms and phrases    | 15. Sentence improvement      |
| 6. Verbal analogies      | 16. Paragraph formation       |
| 7. Synonyms and antonyms | 17. One word substitute       |
| 8. Spellings             | 18. Change of speech          |
| 9. Spotting errors       | 19. Writing business reports  |
| 10. Sentence correction  | 20. Writing project proposals |
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- Making sentences
  - Writing paragraphs
  - Spelling, punctuation
  - Avoiding common mistakes in writing

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**Program Director**