## **Versatile Corporate Solutions**

## Write English Effectively in 18 hours

Primary objective: Acquiring proficiency to write Business English

## Contents of the program

- 1. Selecting words
- 2. Ordering words
- 3. Completing statements
- 4. Closet test
- 5. Idioms and phrases
- 6. Verbal analogies
- 7. Synonyms and antonyms
- 8. Spellings
- 9. Spotting errors
- 10. Sentence correction
- Making sentences
- Writing paragraphs
- Spelling, punctuation
- Avoiding common mistakes in writing

Prof.S.RM.Sokkalingam Program Director

- 11. Ordering of sentences
- 12. Comprehension
- 13. Change of voice
- 14. Sentence formation
- 15. Sentence improvement
- 16. Paragraph formation
- 17. One word substitute
- 18. Change of speech
- 19. Writing business reports
- 20. Writing project proposals

## Versatile Corporate Solutions

(Promoted by the founder - Versatile Business School) # 140, Marshalls Road, Egmore, Chennai - 600 008 Contact Nos.: 8939894949; 044-64501450