KOENIG SOLUTIONS · COURSE OUTLINE

English Elementary: Grammar, Fluency & Email Writing

Learn to use core English grammar, vocabulary and fluency skills for everyday conversation and email writing.

7	63
MODULES	TOPICS

COURSE OVERVIEW

Communicative English – Elementary is a course for those who already have a foundation in English. Exercises are specially designed by the trainers in an entertaining way as a part of everyday training. This ensures that students are comfortable using the language without hesitation. Apropos, the contents of the Elementary level training plan. The entire training plan focuses on the following core competencies.

WHO THIS COURSE IS FOR

- **English Language Learners**
- **Office Employees**
- **Customer Service Staff**
- **Business Communicators**
- **Non-Native English Speakers**

LEARNING OBJECTIVES

- Apply present, past and future tenses correctly
- Form questions using do/does/did and Wh words
- Use determiners, modals and adverbs of time accurately
- Identify and correct common vocabulary and grammar errors
- Practise fluency through role plays, debates and storytelling
- Interpret spoken English through audio and video listening tasks
- Use functional language for requests, complaints and apologies
- Compose emails with correct structure, tone and phrasing

TRAINING APPROACH

Step-by-Step daily learning will help you develop and build skills in all 4 areas – Speaking, Listening, Reading and Writing. Communication tasks are set up to allow you to express yourself in real-life situations such as shopping, travelling etc. With the Communicative English – Elementary course, you will be provided all the help to speak confidently and effectively.

COURSE SYLLABUS

7 Modules, 63 Topics

01

Grammar

TOPICS

- Simple Present Tense
- Past tense - used to, did, verb forms
- Simple present vs present continuous
- Preposition of place and time - at, on, in
- Present perfect tense + Simple Past
- Simple past + Past Continuous
- Future tense - Use of 'going to and will'
- Question framing - do/does/did
- Question framing - Wh words
- Active/passive

02

Vocabulary

TOPICS

- Determiners - little, a little, few, a few
- Adjectives to describe feelings and situations
- Determiners (many, much, some, any)
- Determiners - lot, a lot and lots of
- Adverb of time - already, just yet, ago, still
- Revision of few, a few, little, a little - fluency activity, revision of articles
- Common errors
- Collocations
- for/since
- Modals - may, might, could, should, would

03

Fluency

TOPICS

- Ice breakers, warmers, Fluency Simple Present Tense/conversation activities
- fluency prepositions of time/ fluency cards
- Listening + fluency
- Fluency activity - mini debate with trainer
- Story telling
- Fluency activity related to future tense /fluency mixed tenses
- Situation based discussions
- Role plays
- Presentation Skills

04

Listening

TOPICS

- Listening audio video plan - with comprehension task
- Doubt clearing
- Agreeing + disagreeing
- Listening audio video plan - with comprehension task
- Giving an Invitation
- Listening audio video plan - with comprehension task
- Role plays
- Revision

05

Functional Language

TOPICS

- Requesting and Responses
- Suggestions/ giving advice
- Making apologies + offering solutions
- Fluency exercise - easy + Listening
- Complaints + responses
- Language for making excuses
- Appreciating/complimenting
- Dealing with enquiries

06

VnA

TOPICS

- Overview of sounds
- Short and long vowel sounds
- Long vowel sounds - part 2
- rule of r, and schaw
- Intro to syllabic stress
- Doubt clearing
- Working on individual sounds
- Rate of speech
- Intonation

07

Email Writing

TOPICS

- Introduction to E-mails
- Basics – opening/closing, attachments, internal messages
- Language focus - punctuation and spellings, sentence structures, common errors
- Problems - complaints/apologies
- useful phrases
- Writing activities
- Writing activities
- Personal - being friendly, advice and suggestions
- Finding and correcting errors

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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