KOENIG SOLUTIONS · COURSE OUTLINE

English for Secretaries: Grammar & Writing Skills

Learn to apply core English grammar and writing skills for clear, professional communication in daily secretarial tasks.

COURSE OVERVIEW

Communicative English – Beginners is a course for people who have no background of the English Language. The training starts with the basics of the language and aims to provide knowledge for very basic communication in the English Language. This training is specially designed by the trainer and includes sessions of Story Telling, Vocab. Building, Day to day Conversation Practice, Interactive Videos, Role Plays, and Instructor led Interactive Sessions in Live Scenarios. The curriculum is designed in an entertaining way as a part of everyday training. This ensures that students are comfortable using the language without hesitation. This course should be followed by Communicative English – Elementary course in order to strengthen the English Speaking and Writing Skills.

WHO THIS COURSE IS FOR

- **Secretaries**
- **Administrative Assistants**
- **Office Coordinators**
- **Front Desk Staff**
- **Personal Assistants**

LEARNING OBJECTIVES

- Identify alphabets, basic words and natural pronunciation patterns
- Apply nouns, verbs, pronouns and prepositions correctly in sentences
- Use conjunctions, adjectives and adverbs to build clear sentences
- Apply basic tenses and articles in written communication
- Apply punctuation rules for clarity and correctness
- Form complete sentences using numbers and time expressions
- Interpret written text to improve reading comprehension
- Develop vocabulary and write effectively for daily communication

TRAINING APPROACH

The curriculum is designed in an entertaining way as a part of everyday training, using Story Telling, Vocab. Building, Day to day Conversation Practice, Interactive Videos, Role Plays, and Instructor led Interactive Sessions in Live Scenarios, ensuring students are comfortable using the language without hesitation.

COURSE SYLLABUS

24 Topics

The entire training plan focuses on the following core competencies, further divided into sub modules.

TOPICS

- Alphabets and Basic Words
- Knowing and Pronouncing Colours, Time and Basic Items
- Natural Pronunciation
- Short Sentences for Daily Communication
- Vocabulary Building
- Communicating in English
- Listening Comprehension Skills
- Reading Skills

SUB MODULES

- Nouns
- Verbs
- Using Pronouns Properly
- Using Prepositions
- Conjunctions
- Adjectives
- Adverbs
- Basics of Tenses
- Articles
- Punctuation (Importance and Usage)
- Forming Sentence
- Numbers and Time
- Increasing Reading Comprehension
- Increasing Your Vocabulary Power
- Writing For Clarity
- Writing Effectively

NOTES

- This course should be followed by Communicative English – Elementary course in order to strengthen the English Speaking and Writing Skills.

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.

Visit koenig-solutions.com | info@koenig-solutions.com