



ATLANTIC INSTITUTE OF HIGHER LEARNING

175 Bencoolen Street, #01-18 Burlington Square, Singapore 189649

E-mail: atlantichl@gmail.com

Tel: +(65) 6238 1220

Specialised Certificate in English Grammar & Effective Writing

Introduction

The course provides an advanced secretarial qualification for those holding, or seeking to hold an appointment as a private secretary and assistant to middle and senior management. At the end of the programme, student will have – the competency to handle letters, reports and the ability and technical expertise to produce business communication from written instructions in an appropriate, consistent and coherent form.

Graduation Requirement

Students must satisfy the minimum attendance requirements (75%) and will be issued with the Certificate of Attendance by Atlantic Institute of Higher Learning.

Course Details

The following topics will be covered.

1. Nouns(e.g Singular, Plural, Countable, Uncountable, Pronouns, Reflective Pronouns. Etc.), Verb (e.g. Infinitive, Active Form, Modal Auxiliary Verbs, Regular Verbs, Irregular Verbs, Present Simple, Past Simple, Present Participles, Past Participles, etc.) and Subject-Verb Agreement
2. Adjectives (Absolute, Comparative, Sperlative), Adverbs (Manner, Place, Time and Frequency), Prepositions and Conjunctions.
3. Articles, Quantifiers, Puncuations, Gerunds, Prefixes and Suffixes, Conditionals.
4. Tenses (e.g. Present Simple, Present Continuous, Present Prefect, Past Simple, Past Continuous, Past Perfect, Future Simple, Future Continuousm Future Perfect)
5. 4 Types of Sentences (Declarative, Interrogative, Imoerative and Exclamatory), Sentence Structure (Subject, Verb, Object, Compliment), Phrase, Clause (Independent, Dependent).
6. 3 Forms of Sentences (Simpl, Compound and Complex, Coordinating and Subordinating Clauses).
7. Reported Speech, Writing Paragraphs Part 1 (Specific Details, Definition, Compare and Contrast)
8. Writing Paragraphs Part 2 (Cause and Effect, Transitions between Paragraphs, Repetition, Summarising)
9. Styles of Writing (Chronological, Spatial, Deductive, Inductive, Climatic)

Duration

In-Class: 20 Hours

(12 lessons: 2 hours per lesson
– inclusive of oral test)

Course Fees

Administration	\$150
Material	\$100
Course	\$3100
TOTAL	\$3350

Register with us

To register, email us with the following:

- 1) Name of the Course
- 2) Your full name
- 3) A copy of your highest qualification

Contact us

175, Bencoolen Street,
#01-18, Burlington Square
Singapore 189649

Email: atlantichl@gmail.com

Telephone: (+65) 6238 1220

Handphone : (+65) 97557287

(+65) 91181220

10. Grammar in Situational Writing and Business Writing (Letters of Enquiry, Job Application Letters, Sales and Marketing Letters and Letters of Complaint)
11. Grammar in Creative Writing (Descriptive and Narrative Essays)
12. Grammar in Analytical Writing (Argumentative and Reflective Essays)

AWARDED BY ATLANTIC INSTITUTE OF HIGHER LEARNING PTE LTD