

# Workplace Literacy (Writing) – Beginner

## COURSE OVERVIEW

This course is for beginners who need to communicate in written English in their personal life and at the workplace. The course is designed help learners build a foundation to read and write in English to improve life and work skills.

## COURSE OBJECTIVES

At the end of the course, learners will be able to:

- Write simple words and phrases on topics of personal relevance.
- Understand and use basic English grammar and writing structures.
- Develop vocabulary related to familiar everyday topics.
- Fill in different types of simple forms.
- Understand use of resumes, work schedules and work-related documents.
- Communicate using words and basic phrases in texts and short emails.
- **Understand, write and use basic cooking vocabulary**

## COURSE OUTLINE

- Introductions
- Building Blocks and Numbers
- Time and Calendar
- Staying Healthy
- Shopping
- Food and Drink
- Everyday Life
- Looking for Jobs
- Applying for Jobs
- Going for Interviews

# Workplace Literacy (Writing) – Intermediate

## COURSE OVERVIEW

Writing is a valuable life skill as good writing skills increase your chances of employability. However, many employees lack this skill at work. In this Intermediate course, individuals will learn the basic techniques for writing, grammar, different types of vocabulary and sentence structures that can polish your writing.

## COURSE OBJECTIVES

At the end of the course, learners will be able to:

- understand the formation of words and sentences
- describe experiences and events
- describe feelings and emotion
- describe places
- express opinions using language of agreeing and disagreeing
- use discourse markers: connecting words
- describe things in the town, shops and shopping
- **able to write culinary vocabulary for communication in a kitchen setting**

## COURSE OUTLINE

- Basics revisited
- Expression component
- The six basic sentence structures
- Conjunctions and connectors
- Descriptive writing
- Narrating an incident
- Writing imaginative text
- Describing opinions
- Imperatives
- Collocations
- Modal verbs
- Formal and informal text communications
- Jotting and extracting points of information
- Business etiquette
- Writing short emails for official matters
- Writing short, straightforward reports at the workplace

# Workplace Literacy (Writing) – Advanced

## COURSE OVERVIEW

This Advanced course aims to empower the participants to write in a pragmatically appropriate style to address the needs of different social and workplace situations. The programme leverages on the functional aspects of lexicon and syntax to scaffold the development of writing skills.

## COURSE OBJECTIVES

At the end of the course, learners will be able to:

- effectively use the language for social and workplace situations
- apply the lexical and grammatical functions of the language for a wide range of writing
- structure and organise contents
- produce writing of different genres
- **effectively use culinary language for communication and writing in a professional kitchen and restaurant setting**

## COURSE OUTLINE

- Self-profile
- Company profile
- Memos
- Emails and letters
- Marketing write-ups
- Extracting focal points
- Summarising
- Corporate secretarial
- Note-taking and minutes
- Success stories
- Company newsletters
- Critiquing an article
- Critiquing a procedure
- Reporting an accident
- Reporting a case study