



Conducted by Language & Cross Cultural Expert from

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OVERVIEW

This advanced will cover a more detailed analysis of clause structure, and go on to examine variations in information packaging and derived structures which give the English speaker and writer alternative methods of communicating their thoughts, involving sometimes complex variations of grammar. A special study of the sometimes vexed question of adjectives and adverbs will be undertaken.

LEARNING OUTCOMES

By the end of this English grammar course, it is expected that participants should have acquired:

1. a deeper understanding of the complex manipulation of clauses to form comprehensible sentence structures
2. a knowledge of the many possibilities of transformation used in English to yield derived structures
3. a sensible approach to the controversies of grammatical prescriptivism and notions of correctness.

SUITABLE FOR

Participants who have a good grasp of the basic grammar structures and wanting to perfect their writing skills without any glaring grammatical mistakes. This course is NOT suitable for delegates wanting to start learning English.

ITRAININGEXPERT GLOBAL PLT (LLP 000201-LGN)

Corporate Headquarters: No 6-3, Jalan Persiaran Puteri 6-3, Bandar Puteri, 47100 Puchong, Selangor, Malaysia

Tel: +603-8075 9056 | Fax: +603-8070 4164

Email: info@itrainingexpert.com Website: www.iTrainingExpert.com

COURSE OUTLINE – 1 day intensive – 9.00am – 5.00pm

This English grammar course covers the following topics:

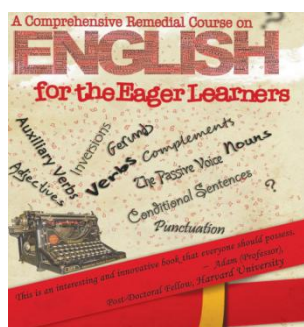
- English as an analytic language
- Different types of Sentence structures with different styles e.g. declarative, interrogative, imperative, exclamatory
- Embedded clauses
- Sentence fragments and ellipsis
- Basic and derived structures
- Common Mistakes with sentence structures in reports and emails
- Advanced grammar: Interrogative pronouns, determiners and adverbs
- More about adjectives and adverbs: adverbs as modifiers and adjuncts, pre- and post modifiers, nominal adjectives, adverb gradability
- Review: prescriptive and descriptive grammar; standard language and non-standard dialects; grammar and style
- Proofreading & editing skills

Course Assessment

Certificates of achievement are awarded to those delegates who have satisfactorily completed and passed at least 75% of a course.

Course Reading

Extensive handouts will be provided during the workshop, before and after the course.



METHODOLOGY

This workshop's methodology is a combination of expert input, interactive practical exercises, group discussions, exercise worksheets.

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COURSE LEADER

Mrs P. J. PUSHANI, AMN

PhD (Education) *MASTERS in EDUCATION (Testing and Evaluation)* - University of Manchester, UK
B.A (Hons)(*English Literature*) - University Malaya, Kuala Lumpur
DIPLOMA in EDUCATION (TESL) - University Malaya, Kuala Lumpur
Cambridge Certified Examiner Trainer for IELTS, British Council
Cambridge Certified Examiner for IELTS, British Council

Ms Pushani is a Master Trainer in education and has conducted trainer programmes for teachers with the Ministry of Education as part of the Ministry's efforts to increase the pool of trainers (Jurulatih Utama) from among Excellent teachers (Guru Cemerlang) who support the State Education Departments in conducting Continuing Professional Development courses. Ms Pushani has 35 years of experience as a teacher, teacher trainer, trainer of trainer and facilitator.

She is certified by Cambridge as an examiner for the International English Language Testing System and has been an examiner for 15 years. She is also the only IELTS Examiner Trainer for W. Malaysia, Sabah, Sarawak and Brunei. Besides exams, Ms Pushani has conducted Business Communication Courses for Institut Bank-Bank Malaysia (IBBM).

Pushani has been a well sought after by the local universities to conduct General English and ESP courses for Open University Malaysia, University Kebangsaan Malaysia, MARA and University Malaya. She wrote the Module on English for Workplace Communication for OUM. She has also been a regular panelist with EduTV on Laman Minda.

She has written a series of SPM exam guidelines for English Language in the STAR. Her non-MOE clients include Stamford College, Maybank, Arab-Malaysia Bank, Pan-Pacific Hotel, KLIA, University-College Damansara Utama (KDU) Utusan Melayu and OUM. She was a member of the Task-Force that wrote the English for the Teaching of Mathematics and Science (ETeMS) Module and conducted master training courses for 50,000 teachers.

Pushani uses a hands-on learner-centred approach revolving around presentations, feedback and discussions. Through her solid experience in the language, her services are also well sought after by corporate companies. Sime Darby, YTL (to name a few) has been engaging her to conduct programs for the academy since 2004. She's attached to iTrainingExpert.com as a senior consultant. For speaking and consultancy engagements, please contact us at info@iTrainingExpert.com.

Pushani is a senior advisor and Master Trainer with iTrainingExpert.com. Please contact us at info@iTrainingExpert.com for any consultancy, speaking and training engagements.

INVESTMENT

Normal Individual Fee: RM 1099.00 | US 360 per delegate

Group Registration: RM 990.00 | US 330 per delegate for a minimum of 3 participants register together.

(Fee inclusive of refreshment and Lunch, Course Manual & Materials, Welcome pack, Certificate of Achievement)

REGISTRATION

Download Registration from: www.iTrainingExpert.com/Registration

Registration Online: www.iTrainingExpert.com/Registration

This training programme is SBL Claimable *Subject to PSMB conditions.

We Are An Approved Training Provider Under SBL Scheme With Pembangunan Sumber Manusia Berhad, Malaysia. (PSMB/HRDF).

All registrations MUST be accompanied with PAYMENT 14 days after the issuance of invoice or fully paid before the event.

TRAINING REGISTRATION FORM (PUBLIC PROGRAM)

Upon submission of this registration form, you undertake the Registration Policies and have read and understood the terms and regulations.

Registration date: _____

Training Programme Title: _____

Training Programme Date: _____

Fee per pax (RM): _____ Total (RM) _____

Meal preference: Vegetarian Normal

No	Participants Name	Designation	Contact No (Handphone)	Email
1				
2				
3				

Company Name: _____

Address: _____

Telephone : _____ Fax : _____

E-mail : _____

Contact Person

Name : _____ Designation : _____

Telephone : _____ Fax : _____

Mobile: _____ Email: _____



Authorized Signature

Company Stamp

By submitting the registration form, you have fully read and understand the policy stated:

PLEASE FAX THIS FORM TO +603-8070 4164 or email to info@itrainingexpert.com

For enquiry, please contact us at +603 8075 9056

INVOICE, REGISTRATION, CANCELLATION, PAYMENTS, DISCOUNT, AND REFUND POLICIES

PAYMENT AGREEMENT

1. The organiser shall confirm all registrations latest by one (1) week before the commencement of the programme.
2. To join, please complete this Registration Form and return to us via FAX NO. +603-8070 4164, send a signed scanned copy to info@itrainingexpert.com or register online. Reservation or Registration by Telephone WILL NOT BE ACCEPTED.
3. An pro-forma invoice will be emailed to you upon acceptance of the Registration Form. Payment is required within 14 days upon receipt of the invoice. All payment must be before to the training date. Confirmation letter will be issued to participants once payments have been received. All payments must be banked into the organiser's bank account and email or fax payment slip as proof of payment.
4. Payment MUST BE DONE prior to the event's commencement otherwise the registrant can be refused entry.
5. For late payment, we will start charging a 10% interest for payment not received 7 days after the completion of the program.
6. Please make cheque payable to: **"ITRAININGEXPERT GLOBAL PLT"**.
7. Bank into **"CIMB BANK BERHAD"** Bank Account No: **1276 0003 0050 58**. Swift Code: **CIBBMYKL**. Scan & email to info@itrainingexpert.com the bank-in slip to us.
8. The course offered is SBL claimable under Human Resources Development Fund (Malaysia).

CANCELLATION POLICY

1. The organiser shall confirm all registrations latest by one (1) week before the commencement of the course.
2. Once a registration is confirmed, NO CANCELLATION IS ALLOWED. If the registered delegate is unable to attend, a substitute is allowed. A registration cancelled on the week of confirmation will be charged the full training fee.
3. All cancellations will incur a 10 per cent administration fee.
4. Cancellations made less than seven working days before the training event will not be eligible for a refund.
5. For cancellation in writing (letter/email) in more than 14 days prior to the training we will prepare a full refund.
6. If you cannot attend an event, you can nominate a substitute at any time without payment of an administration fee.
7. In case of registrations that have been paid in advance, no refunds or credits will be given for registrations cancelled on the week of confirmation or for no-shows. A substitute may be sent.
8. A full (100%) refund may be granted if the course is cancelled by the organiser. The organiser reserves the right to postpone or cancel any course and/or change instructors at any time.

PROGRAM POLICY

Please note that consultant and topics are confirmed at the time of publishing. However, should circumstances beyond the control of the organizer may occur, we reserve the right to alter or modify the advertised speakers/ topics/ dates if necessary.

PAYMENT DETAILS

ORGANIZER'S RIGHT TO CANCEL OR RESCHEDULE

We reserve the right to cancel or reschedule any program or course. In the event that, the organizer cancels a program or course, a full refund of the amount paid for the program or course will be issued or applied as a credit toward a rescheduled program or course.

We cannot and do not assume responsibility for any other costs (i.e. non-refundable airline tickets or hotel reservations) or damages (including consequential, exemplary, incidental, or tort damages) or for any lost profits resulting from the rescheduling or cancelling a program or course.

Email to info@itrainingexpert.com with any questions or concerns.

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