

**LINGUS TRAINING & CONSULTING
BUSINESS & GENERAL ENGLISH
CERTIFICATE PROGRAMMES**



Instructors: Dr.Gary C.CHAMBERS

General English Courses

Elementary English

In this course, you will develop a firm foundation of understanding English within a short period of time.

This course focuses on integrating all the skills of speaking, listening, reading and writing. The emphasis is on communication skills, improvement in fluency and confidence in speaking English.

Course aims

- to increase your confidence in understanding and speaking English with native speakers and other international users
- to extend your knowledge and accurate use of English grammar and vocabulary

Course Outline

1. Personal Information

Name, telephone number, address

2. Greetings - Introductions

Basic small talk including 'How are you'

3. Numbers 1 - 100

Pronunciation, counting skills, telephone numbers

4. Alphabet

Spelling Skills

5. This, that, here, there

Recognizing the connection between 'this, here' as opposed to 'that, there'

6. Present of the verb 'to be'

Conjugation of the verb, question and negative forms for all subjects

7. Basic descriptive adjectives

Ability to describe objects simply

8. Basic prepositions use

in, at, to, on, etc.

9. There is, There are

Difference between singular and plural, question and negative form

10. Some, any, much, many

When to use some and any in the positive, negative and question forms. Questions using much and many

11. Question Words

The use of 'wh-' question words as well as 'how much' and 'how many'

12. Adverbs of Frequency

The use of adverbs of frequency such as: always, often, sometimes, never

13. Subject Pronouns

I, You, He, She, It, We, You, They

14. Possessive Adjectives

My, Your, His, Her, (Its), Our, Your, Their

15. a, an, the

Basic rules for usage definite and indefinite articles

16. Jobs

Names of the most common jobs

17. Telling the Time

How to tell the time

18. Time expressions

Using 'in the morning', 'in the afternoon', 'in the evening', 'at night', and 'at' with time

19. Everyday Objects

Basic vocabulary

20. Present Simple

The use of the present simple for describing everyday routines, positive, negative and question forms

Course materials

- True to life, Elementary. Classbook (J. Collie & S. Slater).
- True to life, Elementary. Personal study workbook (J. Collie & S. Slater).

Pre-Intermediate English

The aim of this course is to help you use your English to understand and communicate in a number of situations and through a variety of topics. These include the family, occupations, describing ambitions and making decisions. You will also be able to communicate in a wider range of situations than at the elementary level.

You will be able to hold conversations in English in a variety of everyday situations. You will be able to express obligations and give advice. You will also be able to explain and describe some complex ideas, such as processes and comment on likely future events.

At the end of the level you will be able to distinguish between formal and informal language.

Grammar Syllabus

- Present Continuous
- Comparative and superlative
- Past Simple
- Past Simple Continuous
- Present Perfect
- Going to and will
- Adverbs of frequency and manner
- Reflexive pronouns
- So / such
- Have to / need to for obligation
- Present Simple Passive
- When / while
- Must / might for deductions
- As soon as
- Be able to / good at
- Although / however
- First Conditional
- Used to + verb
- Relative clauses

Vocabulary / Topical Syllabus

- Families
- Restaurants and leisure venues
- Personalities
- Biographical information
- Buildings and monuments
- Weather
- Clothes and accessories
- Large numbers
- Travel and tourism
- Work and careers
- Hobbies, sports and interests
- Education
- Life changes and events
- Political systems
- Animals

- Description of people, health, fitness and illnesses
- Types of music and concerts

Course materials

- *Inside Out* Student's Book. Pre-Intermediate. Sue Kay and Vaughan Jones.
- *Inside Out* Work Book. Pre-Intermediate. Sue Kay and Vaughan Jones.