



ADEPT EXECUTIVE DEVELOPMENT & TRAINING SERVICES

ENGLISH LANGUAGE PROFICIENCY (ELP) TRAINING PROGRAM

PROPOSAL STATEMENT:

In order to address your department's vision of introducing and gradually mainstreaming English in your organization's communication highway, I am submitting this ELP training program proposal. The training is divided into two categories – grammar skills on one hand, and oral communication skills on the other. This combination is fortified with a wide variety of highly interactive learning activities that aims to invite, encourage, and indulge the learners to exercise to the fullest capabilities their skills and competencies in utilizing English.

LEARNING OBJECTIVES

The learners can expect to:

1. Relearn, understand, and properly utilize the basics of English grammar, vis-à-vis initiate mastery of the Subject-Verb Agreement.
2. Increase the level of confidence and competence when using English in the workplace as the medium of both oral and written communication.

COURSE OUTLINE

A. GRAMMAR SKILLS TRAINING

1. Introduction to the Parts of Speech
2. Interactive Discussions: Parts of Speech
 - a. Noun (Specs, Class, Functions...)
 - b. Pronouns (Numbers, Persons...)
 - c. Verbs (Forms, Voice, Tense...)
 - d. Adjectives (Class, Forms, Degree...)
 - e. Adverbs (Class, Forms, Degree...)
 - f. Prepositions (Class, Functions...)
 - g. Conjunctions (Class, Functions...)
 - h. Interjections
3. Subject and Verb Agreement

B. ORAL COMMUNICATION SKILLS TRAINING

1. The Art of Communication
2. Listening Skills and Idea Networking
3. Communication Ethics and Feedback
4. The Sounds of English
5. Clarity and Enunciation Matters
6. The Art of Asking Questions
7. Outline Before Delivery
8. Stage Fright 101
9. Oral Presentation

WHO SHOULD ATTEND

Attendees are as follows, but are not limited to:

Managers, Supervisors, Team Leaders, and Members of the Workforce, who are at the forefront of client relations, perform business transactions, and need to utilize English as a means of oral or written communications.

TRAINING DETAILS

- DATE (Upon Approval)
- DURATION: 5 Training Days (30 hours)
- Venue (At the organization's training facility)
- Group Size (Min: 20; Max: 25)/batch
- Training Fee: Php 60, 000.00

Prepared by:

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BASIC ENGLISH PROFICIENCY TRAINING COURSE SCHEDULE

Training Day			
Training Hour	1	2	3
1	PRE-TRAINING EXERCISE NTRO. TO GRAMMAR	ADJECTIVES	ACTIVITY 1: THE HAND SIGN
2	NOUNS	ADVERBS	THE ART OF COMMUNICATION
3	PRONOUNS	PREPOSITIONS, CONJUNCTIONS, & INTERJECTIONS	ACTIVITY 2: PASS THE MESSAGE
4	VERBS	SUBJECT-VERB AGREEMENT	LISTENING AND IDEA NETWORKING ACTIVITY 3: SOME MORE DETAILS
5	VERBS	POST-TRAINING EXERCISE	COMMUNICATION ETHICS AND FEEDBACK ACTIVITY 4: MEMO_ME



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Training Day		
Training Hour	4	5
1	ACTIVITY 4: THE ALPHABET REVISITED	ACTIVITY 8: WHERE DO WE GO FROM HERE
2	THE SOUNDS OF ENGLISH	OUTLINE BEFORE DELIVERY
3	ACTIVITY 5: DRAW ME MY HOUSE	ACTIVITY 9: EXTEMPORANEOUS YOU
4	CLARITY AND ENUNCIATION MATTERS	STAGE FRIGHT MANAGEMENT 101
5	ACTIVITY 6: TONGUE TWISTERS	ACTIVITY 10: TEAR THE FEAR ESSAY WRITING ACTIVITY
6	THE ART OF ASKING QUESTIONS	ORAL PRESENTATION
7	ACTIVITY 7: ASK ME THE MOON	FINAL ORAL PRESENTATION
.5	LECTURE RECAP	AWARDING OF CERTIFICATE