

# GRAMMAR FOUNDATIONS (2 days)

27<sup>th</sup> and 28<sup>th</sup> March  
2019



## ABOUT THIS COURSE

With the increasing focus on email as the main form of written communication in business, getting your message across effectively and accurately is becoming more important.

This practical two-day workshop will help you increase your awareness of your own use of important grammar structures and it will also help you to identify grammar problems that come from your everyday use of Malaysian English and how this differs from Standard English.

## How much can I expect to learn?

This course will develop your understanding of key aspects of grammar in order to meet the challenges of modern day communication.

## Have you ever found yourself wondering...

- When should I use **much** and when do I need to use **many**? Or When using **less** should be **fewer**.
- Should I use **for** or **since** to talk about past events?
- Would you like help with grammar to make your writing take on a more standard tone?
- Would you like to be more confident in checking your own, and your colleagues' writing in English?

British Council is organising a two day workshop on the 27<sup>th</sup> and 28<sup>th</sup> of March 2019 to help you to discover the answers to these questions and feel more confident in your use of grammar.

## MORE WORKSHOPS IN THIS SERIES...

**Better Emails**  
19<sup>th</sup> and 20<sup>th</sup> June

**Grammar Foundations**  
23<sup>rd</sup> and 24<sup>th</sup> July

**Handling Difficult Colleagues and Clients**  
19<sup>th</sup> and 20<sup>th</sup> September

**Communicate with Confidence**  
13<sup>th</sup> and 14<sup>th</sup> November

For more information on workshops, please contact: [penang@britishcouncil.org.my](mailto:penang@britishcouncil.org.my) Tel: (04) 255 9000



# Grammar Foundations

This innovative workshop reviews the basics of English grammar with a focus on areas where Malaysian users of English often differ from Standard English. You will discover how to avoid grammatical errors and edit your writing to make it more accurate.

For much of this course, you will be using games and activities to practise your grammar. You will also receive feedback from your trainer on how you can personally improve your grammar.

## Who The Course Is For

This course is for administrators, executives and all staff who need to improve their knowledge and use of English grammar.

### Benefits

After this two-day workshop you will:

- have a clear understanding of the basics of English grammar
- feel more confident that your writing is accurate
- be able to write clearly and avoid misunderstanding

### Learning Objectives

You can expect to:

- revise parts of speech as a framework for discussing language
- develop your understanding of nouns, verbs, prepositions and sentence structure.
- learn to vet yours and others' writing to make it more accurate

## Course Outline

### Basic principles and terminology

- Understanding and recognizing different parts of speech
- Identifying mistakes in parts of speech

### Verb Tenses

- Present and past tenses
- Auxiliary verbs in questions
- Prepositions with the correct verb or adjective

### Malaysian English

- Raising awareness of exclusively Malaysian Phrases
- Manglish verbs
- Standardising your writing for an international audience

### Nouns

- Correct use of articles
- Countable and uncountable nouns
- Use of correct pronouns

### Using grammar resources

- Grammar reference books
- Online resources

**Individual price:** RM 1,100  
(includes lunch & refreshments)

**To run this workshop at your premises:** RM 8,500  
(up to 20 participants)\*

\* This price does not include the cost of transporting the trainer to and from your premises

\* HRDF claimable under the SBL scheme