

## **THE ENGLISH INSTITUTE**

**INTRODUCTION:** The ability to write, speak and communicate in good English - professionally - is a huge advantage when aiming to gain good employment, gain the confidence of employers and customers, and in seeking promotion and high-level posts. Without a good level of English people are often considered to be poorly educated or to lack managerial/administrative, secretarial or personnel skills. Not only is English an international language, but it is frequently the medium of communication for those who have different 'first languages', so good English is essential. This is an excellent and useful Program and builds upon the College's Essential Everyday English Program, and takes English skills to a professional level of ability.

### **BEGINNERS:**

This class will allow students to develop Basic English vocabulary and grammatical structures so that they can successfully communicate. Also, students will develop literary and analytical skills which will enable them to be successful in future courses.

### **INTERMEDIATE:**

This course is designed for foreigners learning English at an ABC and Elementary levels to acquire and develop the English language knowledge and skills. The course is defined within the common reference European Framework and corresponds to the classic Intermediate level.

### **PROFICIENCY:**

This Basic English Language course aims at helping students develop a positive, constructive and practical approach to effective written and oral communication for educational and self-improvement. The purpose of the course is to build confidence among the students and encourage them to write and speak proper English.

### **DIPLOMA ON PROFESSIONAL ENGLISH (EVERYDAY & BUSINESS USE)**

**LEARN TO PROFESSIONALLY USE AND UNDERSTAND ENGLISH TO A HIGH LEVEL,  
IN SOCIAL, BUSINESS AND SITUATIONS.**

This Program is for men and women who need to learn and use advanced English in business, management and socially; it covers a wide range of topics which are very important in speaking, reading and writing good English of an advanced standard, both in everyday situations and in the workplace. Those who thoroughly study and complete this Program will gain a good understanding of technical English matters and will be able to read, write and communicate in good English, and show that they have the education and training which employers want in staff

destined for promotion, and which gives confidence to employers, colleagues, customers and clients.

## **MAJOR TOPICS COVERED**

- Punctuation marks and their purpose to make writing clear and easy to understand.
- Improving vocabulary and knowledge of English words; prefixes and suffixes.
- Spellings and the meanings of English words, dictionaries.
- The various types of punctuation and their uses in theory and practice.
- Forming complete and sensible sentences: sentence parts: subjects, predicates, word order.
- Building logical and well-ordered paragraphs.
- Positive and negative statements, questions and commands. 1st, 2nd, 3rd person; verb tenses.
- Using names and numbers; their features and purposes. Complements, transitive verbs.
- The parts of speech: nouns, pronouns, verbs, adverbs, adjectives, conjunctions and prepositions.
- More on words and speech: gender, subjective and objective words and phrases, articles.
- Making writing varied and interesting, creating descriptions, the context of words and passages.
- Avoiding problems with commonly confused English words.
- Using an English-English dictionary to increase understanding and variety.
- Distinguishing between words.
- Developing a good writing style; the meanings of uses of similes and metaphors.
- Comprehension, reading, understanding and interpreting, and responding sensibly.
- Writing social and private letters: preparing enquiries and complaints, writing replies.
- Written and spoken English compared; direct and indirect speech and writing.
- Introduction to business letter writing: planning, drafting, features, layouts, objectives, tones, style, references, post scripts; passages, paragraphs, clarity.
- Letters about sales, employment, accounts and other business matters.

**STUDY LEVELS AND TUITION FEES:****FOR GHANAIAI STUDENTS**

<b>S/N</b>	<b>LEVEL</b>	<b>DURATION</b>	<b>TUITION FEES</b>
1.	BEGINNERS	3 MONTHS	GHC 1,200
2.	INTERMEDIATE	6 MONTHS	GHC 2,100
3.	PROFICIENCY	9 MONTHS	GHC 3,100
4.	PROFESSIONAL	12 MONTHS	GHC 4,100

**FOR FOREIGN STUDENTS**

<b>S/N</b>	<b>Niveaux</b>	<b>Durée</b>	<b>Frais Scholaire</b>
<b>1</b>	Débutants	3mois	153.600cfa
<b>2</b>	Intermédiaire	6mois	240.000cfa
<b>3</b>	Compétence	9mois	336.000cfa
<b>4</b>	Professionel	12mois	432.000cfa