

SCHOOL OF PRACTICAL ACCOUNTING-*Job Training Providers*

1ST School To Offer Practical Accounting in T&T/Email: schpra_ac@hotmail.com



FUNCTIONAL ENGLISH

Learn To Communicate Effectively And Break All Barriers To Proper Communication.

TARGET MARKET

Students and adults who recognize that their reading and writing skills could be further enhanced, so that they may perform with greater confidence in the workplace.

BENEFITS

Improving and perfecting the grammar, writing and speaking skills of participants, thereby enhancing the quality of one's performance, which in turn, could lead to promotion in the workplace.

COURSE OUTLINE (12 weeks):

A GUIDE TO WRITING SKILLS

- Spelling
- Grammar: (All aspects)
Special Emphasis on the correct use of:
 - ❖ Prepositions, Pronouns, Adverbs & Tenses
 - ❖ Subject and Object of Sentences
 - ❖ Subject – Verb Agreement
 - ❖ Reported Speech
- Usage and Style
- Mechanics

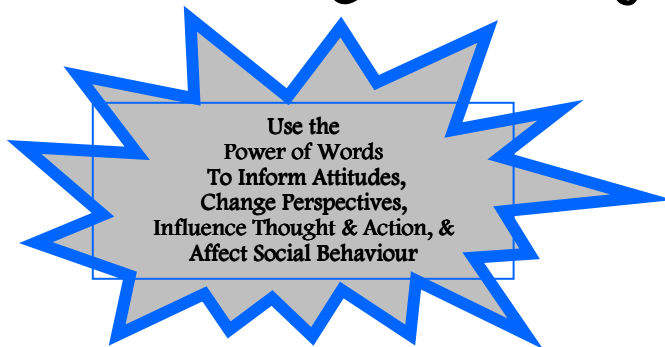
THE WRITTEN WORD

- The Writing Process
- Kinds of Writing
- Personal Writing
- Business Writing

THE SPOKEN WORD

- Speaking Skills
- Listening Skills
- Telephoning
- Speaking at Work/Community

Cost: \$1295



Chaguanas
(# 80 Main Rd, Montrose)
665-6105/387-0488

San Juan
(# 12 Eastern Main Rd)
675-8673/387-0490

Classes will be held on Saturdays (1:00-4:00pm) at both locations

■ No Qualifications Required

■ Flexible Payment Plan

• Course Materials Provided: \$100

■ Certificate upon completion

Call or Visit us at any of our locations: Monday-Thursday: 8am-5:30pm/Friday -Saturday: 8am-4pm

JOB PLACEMENT OPPORTUNITIES PROVIDED