

COURSE DESCRIPTION 2017-2018

Course: Improve Your Spelling, Punctuation and Grammar	Awarding body: N/A
Tutor: Barbara Hancock	Course length: 5 weeks

Course summary/aims:	The aims of this course are: firstly, to improve your own writing skills by learning about punctuation, context, correct tenses, and complete sentences. Secondly, to enable you to help your children, with their homework, with confidence.
Course objectives:	<ol style="list-style-type: none"> 1. Identify and give an example of each of the four different sentence forms using correct punctuation for each context. 2. Demonstrate the proper use of commas and apostrophes in complex sentences. 3. Identify the different parts of speech and grammatical terminology. Including; Nouns, Verbs, Pronouns, Adverbs, Prepositions and Adjectives. 4. Identify and correct common mistakes in punctuation and spelling or words that have been misused. 5. Demonstrate the use of different forms of past, present and future tense. 6. Use a dictionary to check spelling and find alternative words.
Course content:	The aim of this course is to build confidence in the correct use of the English language, both written and spoken. This will include: the differences between formal and informal English, dialect and slang; using basic punctuation correctly, identifying common grammatical errors and problems with spelling. Explore what the following terminology means: Synonyms, antonyms, homophones, onomatopoeia, homographs, alliteration, and oxymoron. Over the course of the programme learners will be encouraged to add new words to their vocabulary and to begin to explore a range of writing styles in order to practice their developing skills.
Teaching and learning methods:	Discussion, groupwork, quizzes, practice exercises, games, Etc.

Course level/entry requirements:	No entry requirements – some basic literacy skills are needed.
How progress is checked during course:	Self-assessment, completion of quizzes and exercises.
Extra study or practice required at home?	Some preparation and practice may be required between sessions.
Formal course accreditation? If yes, how is the course assessed?	N/A
Materials you will need to bring to the course:	Pen or pencil and notebook
What can I do next?	Various English courses are available from entry level to GCSE

Information, Advice and Guidance sessions are available on request (it is best to make an appointment). If you feel you may need some support eg. with English, Maths or ICT, please ask.

To get in touch, please call your local CLIP Learning Centre (see below) or email info@cliplearning.com

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