



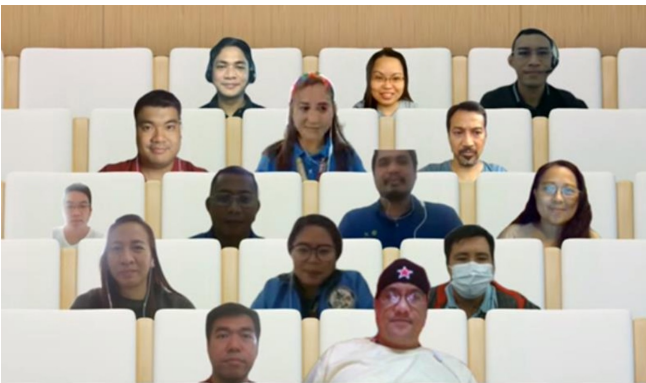
About Us

Insights Manila (registered as Insights MLA Business Solutions) is a training services company based in Makati. The company believes that the country's workforce requires ample training that is effective and insightful, yet affordable.

The consultants of Insights Manila are experienced professionals who had executed the courses several times for different companies under various training institutions.

Insights Manila mostly offers exclusive training for companies. The courses are customized to meet specific training needs. The company also offers public classes where individuals can enroll, and one-on-one training for people who wish focused training. Other than training, the company also accepts Excel automation projects and course development projects.

With Insights Manila, you are directly dealing with the consultants- no intermediary parties who just add costs to the training delivery.



• Other courses offered:

- Basic MS Excel Training
- Advanced MS Excel Training
- Macros and VBA Programming
- Advanced MS Word Training
- Advanced MS PowerPoint Training
- Basic MS Access Training
- Google Sheets Training
- LibreOffice Training

- Essential Supervisor Training
- Essential Manager Skills
- Assertiveness Workshop
- Root Cause Analysis
- Business Writing
- English in the Workplace
- Presentation Skills Training

- Sales Skills Training
- Customer Service Training
- 5S Implementation in the Workplace
- Train-the-Trainer Workshop
- Courseware Development and Instructional Design
- Call Center Workforce Management
- Call Center Representatives Foundation Skills

Just some of our Clients:



We are located at 7F Finman Centre, 131 Tordesillas St., Salcedo Village, Makati

Outline

English in the Workplace: Intensive Grammar Review



This training includes a thorough review of the basics and a thorough discussion of the advanced topics in English in the workplace. There are more exercises and participants will be exposed to various practical and complicated scenarios in both written and verbal communication.

- **Part 1. Introduction to the Course**
 - The Role of English in Business Communication
 - Importance of Proper Communication Skills
- **Part 2. Professional English: Achieving Accurate Communication**
 - Avoiding Vague and Ambiguous Sentences
 - Avoiding Redundancy
 - Expressing Ideas Accurately
 - Maintaining Professional English
 - Identifying Idioms
 - Avoiding Slurs
 - Identifying Filipinisms
 - Choosing Professional Words: Identifying Insensitive, Racial, and Gender-Bias Language
- **Part 3. Intensive Grammar Review**
 - Importance of Grammar in Communication
 - Subject-Verb Agreement
 - Pluralization Review
 - Verbs
 - Tenses Review (Simple and Perfect Tenses)
 - Active vs Passive Voice and its Use in Writing
 - Subjunctive Mood
 - Common Grammar Mistakes
 - Choosing the Right Prepositions
 - Pronoun-Antecedent Agreement
 - Using Correct Descriptive Words: Adjectives vs Adverbs
 - Most Common Grammar Errors
- Grammar Drills: Application of topics to Various Business Situations

Free Customization of Topics

8 hrs total training time