

**GOOD GRAMMAR PROJECTS YOUR PROFESSIONAL
RELIABILITY, PERFORMANCE ACUMEN, & LEARNING
ABILITY**

2 DAYS WORKSHOP ON GRAMMAR FOR PROFESSIONALS



The course aims at addressing grammar woes of professionals working in different fields and needing immaculate language skills to free them from despairs of ‘not-knowing-language’.

This course particularly aims at training participants about common grammatical errors and how to avoid them.

It is a grammar intensive course structured to start clearing concepts from very basic knowledge of grammar components i.e. Nouns, pronouns, verbs; and takes participants to an advanced level of understanding meanings associated with usage of different words and impacts that could be created with them.

Focus Areas

- * Common mistakes in usage of Nouns & pronouns
- * Subject – Verb Agreement
- * Usage of different tenses and attached connotations
- * Common mistakes in use of Tenses
- * Conditional Sentences
- * Modal Verbs
- * Right use of Active & Passive Voice
- * Connectors and common errors
- * Prepositions
- * Punctuation

Date & Duration:
August 21-22 ,2015

Timings:
9:00 am to 5:00 pm

Venue:
IBA City Campus,
Garden/Kayani Shaheed Rd, Karachi

**HANDS-ON LEARNING ACCOMPANIED BY
ONLINE LMS
(LEARNING MANAGEMENT SYSTEM)**

Skills Development Program

Adding Skills to Experience

TRAINER'S PROFILE

Farhan Uddin Raja

Mr Farhan is a research fellow. He is currently enrolled for his M.Phil. English (Applied Linguistics) program, University of Karachi. He completed his M.A. English (Applied Linguistics) from University of Karachi and since then he has been serving as a language teacher at various reputable institutes. He has been part of University of Karachi for more than three years, Pakistan Air Force- Karachi Institute of Economics and Technology (PAF-KIET), and Institute of Business Administration (IBA).

His teaching experience includes teaching; Functional English, Business English, Written Discourse, Advance Interactive English, Business Communication and Technical Report Writing at Institute of Business Administration (IBA) and several other institutes. He enjoys training students for communication skills especially for understanding tactics of interviewing skills and handling meetings. He particularly enjoys training people in Public Speaking and has organized numerous competitions of Debates and Public Speaking.

He is actively involved in research and has contributed many research articles to Higher Education Commission (HEC) recognized Journals. He also presented a paper at Society of Pakistan English Language Teachers.

He has completed Cambridge Teachers' Training Program for assessing Business English Courses of Cambridge at Institute of Business Administration Karachi (IBA).

Students feel very comfortable with him because of his very cooperative personality and student centric approach of teaching. Farhan is currently teaching Advance Interactive English, Public Speaking, and Business Correspondence in IBA's Skill Development Program. The courses' participant mix range from students to senior level positions. Farhan has trained more than 1300 executives and students. Majority of the executives who have attended these courses are from mid-level positions. His participants' feedback has always been excellent and is on average in the range of 4.2 to 4.8.

"Professionals with 6-9 promotions made 45% fewer grammatical errors than those who'd been promoted 1-4 times". *Forbes* (Mar 2013)

"A study last year from the Society for Human Resources and Management shows that 45% of employers plan to increase training for grammar and other language skills (meaning they're unhappy with the levels now)". *Business Insider* (Sept 2013)

COURSE FEE

Rs.20,000/- (*Inclusive of training material, Lunch, Refreshment and networking*)

For queries & information:

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Registration form and Fee Voucher are available at our website:

<http://cee.iba.edu.pk/BEnSDP.shtml>

Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006.

No fee will be accepted in cash/cheque at our office.

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