

Private Tutoring Proposal

Grammar / Writing

Objective

Student will be able to use proper English grammar and punctuation to write memos, business letters, emails and reports.

Areas of Focus

Grammar Review – student will review the basics of grammar and punctuation focusing on common problems such as articles, prepositions, phrasal verbs and spelling.

Writing Review – student will review the elements of form and style for various types of written communication such as: Memos, business letters, emails and reports.

Tone – student will be introduced to the various styles and forms of writing that convey tone from casual to formal.

Vocabulary – student will be introduced to a variety of vocabulary and idioms as they relate to the writing topics.

Textbook and Materials

The teacher will choose a textbook and other materials to aid in the student's mastery of grammar and writing.

Classroom Expectations

The student will be expected to do homework and be prepared to analyze, evaluate and edit their own writing as well as the writings of others in class. Some writing will be done in class as well as other exercises and presentations on various writing and grammar topics.

Recommended Length:

24 hours (minimum)

Recommended Schedule:

2 days a week

90 minutes per lesson

Duration of program:

8 weeks