

WEEK 1



GRAMMAR

# GRAMMAR REVIEW

## **Topics:**

- Grammar: Exercises in prepositions
- Exercises in articles and tenses

## **Learning Outcomes:**



- To understand the importance of the tenses in the written communication used in the office.

## **Activity:**

- Grammar exercises & identification of errors

# Grammar - Preposition; tenses; possessive pronouns & articles

- Preposition of place & time
- Tenses – present, past, future, perfect tenses
- Possessive pronouns – mine, yours, his, hers, its, ours, theirs
- Articles – a, an, the, zero article