**Course Topics**

We have identified several main topics under which to present our courses. These were chosen in response to a survey, in which we tried to factor in people’s greatest interests and needs. There is literally ‘something for everyone’, whether the objective is to be able to string together a half-way intelligible sequence of sentences, or to present a cogent argument complete with premises and conclusion, or something in between – to be able to while away a lazy afternoon in the company of your favourite novelist.

**Grammar**

It all begins with WORDS. We begin with single words and how they join together in various combinations. The different parts of speech are treated in detail: nouns (concrete, abstract, collective, etc.), verbs (tenses, concords, auxiliaries, etc.), adjectives, adverbs, etc. We then move on to prepositional phrases and sentence structure. The progression is from the simple to the complex, and different course modules are designed with this in mind. We end with the various electronic editing and reviewing tools that are available in most word processors – Spell Checker, Thesaurus, Track Changes, Comments, etc.

**Pronunciation**

This is an important language topic in a country as culturally diverse as South Africa, with its eleven official languages and heterogenous population. Granted, we no longer bow to colonial mannerisms or strive after ‘King’s English’, but there is a generally accepted standard pronunciation which beginners, and those whose home language is not English, should try to master. Taken to the one extreme, we could otherwise see the emergence of one or more varieties of pidgin English, where pronunciation of even the commonest words can take on bizarre proportions.

Fortunately, online tuition methods allow for the incorporation of audio transcripts and exemplars, and the ubiquitous use of microphones ensures a plentiful stock of material for guidance and imitation. The number of globally accessible podcasts runs into the many millions. Instructors make judicious use of the very best of these to ensure an acceptable (and higher) level of standardisation.

**Speedreading**

Speedreading is just what it says – reading (much) more quickly than usual, without loss of comprehension, in order to extract the gist from a lengthy and potentially complex text. This is a skill that can be learned, just like any other, but it does require lots of practise and a GOOD understanding of the basics of the language: this is why we recommend the speedreading course only to those who are very comfortable with the basic constructs – grammar and idioms. University students and those whose interests demand a sizeable investment of their time in research, will benefit most from these courses. Speedreading a sonnet just doesn’t make any sense.

**Composition**

The Composition courses are likewise designed for those who have progressed beyond the basics, and who desire a more thorough grounding in the niceties of creating ‘something out of nothing’. These are the budding novelists, poets, and writers of short stories. Business communication skills also fall under this heading: workers in any but the most menial of occupations need to know how to compose a formal email or report, and how to modulate the tone in order to produce the best impression. Right words count.

**Key Benefits**

* Easier access to learning and teaching material   
  (anywhere you have an internet connection)
* Access to first class instructors
* Being able to work at your own pace
* Better mastery of concepts through repetition
* Learning better time management skills