## Schedule and Syllabus Grammar & Writing Course

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<thead>
<tr>
<th>Timeline</th>
<th>Grammar &amp; Writing</th>
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| **Week 1** | Nouns & Adjectives  
Day 1: Nouns: Countable; Uncountable; Abstract; Collective nouns.  
| **Week 2** | Subject – Verb Agreement  
Day 3: Adjectives: Articles.  
Day 4: Subject-Verb agreement. |
| **Week 3** | Verbs  
Day 5: Helping Verbs; Regular Verbs; Non-progressive and Mixed verbs & adverbs  
Day 6: Introduction to Verbs, Tenses and Aspect. |
| **Week 4** | Tenses & Aspects  
Day 7: Present Simple & Present Progressive.  
Day 8: Past Simple & Past Perfect. |
| **Week 5** | Tenses & Aspects  
Day 10: Future Time: Expressing the future: predictions; plans; Intentions; future facts; appointments & scheduled events. |
| **Week 6** | Other Verb Structures  
Day 12: Modal Verbs & Conditionals. |
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| **Week 7** | Coherence & Cohesion in effective writing  
Day 13. Introduction to linking words: Grammatical & Logical.  
Day 14: Introduction to relative clauses: Defining and Non-defining. |
| **Week 8** | Letter Writing 1  
Day 15: Writing an effective Cover Letter.  
Day 16: Writing an effective Resume/CV. |
| **Week 9** | Letter Writing 2  
Day 17: Writing effective Letters/emails – factual.  
Day 18: Writing effective Letters/emails – invitation/request/apology/complaint. |
| **Week 10** | Report Writing  
Day 19: Reporting minutes of a meeting.  
Day 20: Report Writing. |