

## CLIENT SCHEDULE AND PACKAGES

Time Availability: xx

### Writing Subset Package – £65 Total: 12 Days

Date	Lecture No.	Topic Details
Day 1	Lecture 1	<ol style="list-style-type: none"><li>1. Types of Letters + Activity no. 1</li><li>2. Structure of Letter</li><li>3. Do &amp; don't in writing</li><li>4. Use of Prepositions</li><li>5. Use of Signposting</li><li>6. Use of Articles</li><li>7. Grammar</li><li>8. Use of Tenses</li></ol>
Day 2	Lecture 2	<ol style="list-style-type: none"><li>9. Activities:<ol style="list-style-type: none"><li>a. Understanding Case Notes</li><li>b. Choosing Case Notes</li><li>c. Grouping Case Notes</li></ol></li><li>10. Learning to Draft a Letter + Activity no. 3</li><li>11. Writing a Letter Together</li><li>12. Discussion over General mistakes in writing</li></ol>
Day 3	Practice Test 1	1 <sup>st</sup> Letter Evaluation
Day 4	Practice Test 2	2 <sup>nd</sup> Letter Evaluation
Day 5	Practice Test 3	3 <sup>rd</sup> Letter Evaluation
Day 6	Practice Test 4	4 <sup>th</sup> Letter Evaluation
Day 7	Practice Test 5	5 <sup>th</sup> Letter Evaluation
Day 8	Practice Test 6	6 <sup>th</sup> Letter Evaluation
Day 9	Practice Test 7	7 <sup>th</sup> Letter Evaluation
Day 10	Practice Test 8	8 <sup>th</sup> Letter Evaluation

<b>Date</b>	<b>Lecture No.</b>	<b>Topic Details</b>
Day 11	Practice Test 9	9 <sup>th</sup> Letter Evaluation
Day 12	Practice Test 10	10 <sup>th</sup> Letter Evaluation