

CLIENT SCHEDULE AND PACKAGES

Time Availability: xx

Writing Subset Package – £75 Total: 12 Days

Letter Evaluation: Personalized Feedback (20-minute Zoom call)

Date	Lecture No.	Topic Details
Day 1	Lecture 1	<ol style="list-style-type: none">1. Types of Letters + Activity no. 12. Do & don't in writing3. Use of Prepositions + Examples4. Use of Signposting + Examples5. Use of Articles + Examples6. Understanding of Grammar7. Use of Tenses + Examples8. Structure of Letter9. Drafting 1st Paragraph
Day 2	Lecture 2	<ol style="list-style-type: none">10. Activities:<ol style="list-style-type: none">a. Understanding Case Notesb. Choosing Case Notesc. Grouping Case Notes11. Learning to Draft a Letter + Activity no. 312. Understanding OET Criteria for Evaluation13. Writing a Letter Together14. Discussion over General mistakes in writing
Day 3	Practice Test 1	1 st Letter Evaluation
Day 4	Practice Test 2	2 nd Letter Evaluation
Day 5	Practice Test 3	3 rd Letter Evaluation
Day 6	Practice Test 4	4 th Letter Evaluation
Day 7	Practice Test 5	5 th Letter Evaluation
Day 8	Practice Test 6	6 th Letter Evaluation
Day 9	Practice Test 7	7 th Letter Evaluation

Date	Lecture No.	Topic Details
Day 10	Practice Test 8	8 th Letter Evaluation
Day 11	Practice Test 9	9 th Letter Evaluation
Day 12	Practice Test 10	10 th Letter Evaluation