



Date	Course content	Source
Day 1	Orientation	Instructor's Handouts
Day 2	Plain English and 4 points Introduction Day 1 Spelling	Instructor's Handouts
Day 3	Tenses Day 2 Spelling	Instructor's Handouts
Day 4	Tenses Day 3 Spelling	Instructor's Handouts
Day 5	Punction Day 4 Spelling	Instructor's Handouts
Day 6	Tone Day 5 Spelling	Instructor's Handouts
Day 7	Bullets and Tables Day 6 Spelling	Instructor's Handouts
Day 8	Final Exam	Instructor's Handouts