

| Date                   | Class Schedule                                          |
|------------------------|---------------------------------------------------------|
| 8 September Tuesday    | Orientation - Fundamental of Writing                    |
| 9 September Wednesday  | How to Create an Impactful Sentence/paragraph           |
| 10 September Thursday  | Pillars of Professional Writing                         |
| 11 September Friday    | Fundamentals of Email Writing                           |
| 14 September Monday    | Situational Analysis                                    |
| 15 September Tuesday   | Fundamentals of Situation Analysis                      |
| 16 September Wednesday | Format/Writing Style/Thought - Situational Analysis     |
| 17 September Thursday  | Report Writing                                          |
| 18 September Friday    | Essay Writing/Report Writing - Fundamentals             |
| 21 September Monday    | Essay Writing/Report Writing - Write with me            |
| 22 September Tuesday   | Reading Comprehension / Precis - Fundamentals           |
| 23 September Wednesday | Reading Comprehension / Precis - Fundamentals           |
| 24 September Thursday  | Reading Comprehension / Precis - Analyzing and Skimming |
| 25 September Friday    | Reading Comprehension / Precis - Write with me          |
| 28 September Monday    | Evaluation - Practice - All Concepts                    |
| 29 September Tuesday   | Evaluation - Practice - All Concepts                    |
| 30 September Wednesday | Evaluation - Practice - All Concepts                    |