

Fall 2003

Five Years of Improving Pronunciation, Prose, Presentations, and Perceptions

By Dr. Maureen Archer

"My supervisor recommended I receive private coaching because my colleagues often could not understand my Russian accent. They are very pleased with my new pronunciation skills, plus I have learned about American grammar and presentation styles."

Pavel Chevtsov, Computer Scientist
Jefferson Lab

Since October 1998, Professional English has provided customized English coaching to more than 80 individuals. Additionally, we have trained hundreds of participants in writing, public speaking, communication, and cross-cultural workshops and classes.

Professional English has grown dramatically during these five years. From one trainer in a one-room (windowless) office, we have expanded to a staff of eight in a (windowed) suite in the Oyster Point Business Park. We became an S-corporation in 2002 and began providing training outside Virginia in 2003.

We are unique in that we provide customized training in **grammar, pronunciation, listening, reading, writing, vocabulary, cultural understanding, and public speaking** skills to all levels of English speakers, both native and non-native. Our success is due in large part to our clients' repeat business.

Our Clients

Professional English, Inc., has been privileged to provide a wide variety of communication training to employees of the following organizations:

An Achievable Dream Academy	Iceland Seafood
Catholic Diocese of Richmond	INIT, Innovations in Technology
Channel to Brazil for Christ	Jefferson Lab
CH2M HILL Engineers	JVC Builders
Christopher Newport University	Luna's Clinic
City of Newport News	Measurement Specialties, Inc.
City of Norfolk	NASA Langley Research Center
Deutsche Telekom	Oak Ridge Institute for Science
Dominion Generation	Siemens VDO Automotive
Ferguson Enterprises	Titan America
Hope Medical Institute	U.S. Navy

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You are Invited to an
Open House



Help Us Celebrate
**Five Years
of Business Success**

Friday, October 17
3:00 – 5:00

Professional English's offices:
739 Thimble Shoals Blvd.
Suite 704
Newport News (in Oyster Point)

For a map and directions, please visit the
"Contact Us" page of our website:
www.allenglishtraining.com

Training has ranged from coaching individual employees to holding multi-day communication workshops to conducting extensive workplace English classes. Although we specialize in English as a second language (ESL) training, over half of our clients have been Americans who wanted to improve the professionalism of their speaking and writing skills.

Our Coaching

We have enjoyed coaching natives from the following 26 countries:

Armenia	Germany	India	Netherlands	Russia
Brazil	Ghana	Indonesia	Panama	Sri Lanka
Cambodia	Great Britain	Iran	Peru	Sweden
China	Greece	Japan	Poland	Thailand
Colombia	Hong Kong	Korea	Romania	U.S.
				Vietnam

These scientists, engineers, executives, entrepreneurs, military and medical personnel, and other professionals have enriched us as we have enhanced their abilities and understanding of American English, culture, and society.

During one-to-one coaching sessions, we focus on the exact needs of the client, providing flexibility in instruction and scheduling. For most of the 1000+ hours of coaching we have conducted, our clients have preferred to meet in our quiet offices in the Oyster Point Business Park.

Our Workshops and Classes

We have tailored our **Effective Business Writing**, **Persuasive Presentations**, and **Diversity: International Cultures in the Workplace** workshops for both public and corporate audiences. We have also developed communication workshops and ESL classes to meet the specific needs of organizations. For example, Professional English designed and presented a six-hour workshop that covered the following topics: recognizing cultural differences, writing better email messages, communicating effectively in difficult situations and with challenging colleagues, and projecting positive body language.

Our workshops and classes are lively, hands-on, and immediately applicable. Evaluations have been very positive.

"Professional English provided two writing workshops for us in Norfolk. These workshops were so well received that we are flying their trainers to Florida to provide five writing workshops for our employees there. The quality of their program is first rate."

Edward Pittman, Vice President of Human Resources
Titan America

Our Staff

Our seven trainers are intelligent, well-educated, experienced, and enthusiastic. Five have Master's degrees (or higher) with many years of training and coaching experience. We hire the best trainers to ensure that clients quickly and effectively meet their communication goals.

On October 17, you can meet our trainers and tour our facilities during the Open House (see front for details). At any time, feel free to contact me for a free consultation to discuss your organization's training needs.

Dear Dr. A:

Please give me a simple way to remember when to use **to**, **two** and **too**. Thanks.

Janet S.
Smithfield, VA



Dear Janet:

I'm glad you asked about this spelling distinction because many people struggle with it.

The easiest one to remember is **two** for the number **2**. Just remember that **twenty** (20) has a **w** in it, as does the number **two**. If you aren't sure whether to use the number two in a sentence, try substituting the number three in its place:

Two days ago I ate two many apples.
(Three days ago I ate three many apples??
Obviously the first **two** is correct, but the second **two** is not. It should be **too** [see below].)

Now for **too**. There are two ways to test for **too**. First, **too** can be substituted with **very**. Just remember: "**Too** has **very** many o's."

I was too hot and too tired for too long. (Try **very**: I was very hot and very tired for very long.)

Second, **too** means **also** at the end of a sentence:

Two of us went, too. = Two of us went, also.

When in doubt, use **to**. It is by far the most common choice. We use it as a preposition (to the store, to our friends, to his house, to my car) and as part of infinitives [for actions] (to run, to study, to know, to see, to guess, to understand).

We want to go to the mall to watch people.

Spelling Challenge

Using the advice above, fill in the blanks in the following sentence with the correct choice of **to**, **too** or **two** (see below for the answer):

Those ____ branches were ____ heavy ____ withstand the wind. We need ____ remove ____ more limbs, ____.

Send your communication questions to Dr. Maureen Archer (archer@allenglishtraining.com).

Those two branches were too heavy to withstand the wind. We need to remove two more limbs, too.