

This English Communication & Writing at the workplace is designed to meet the needs of organisations seeking to optimize their ability to communicate professionally within an international environment. Combining flexibility with a personalized approach, this course will assist you with the language and communications skills necessary to ensure that you not only relay your message and ideas effectively but that it carries the impact you desire.

Module 1 : Grammar & Good Sentence Construction

- Parts of Speech – Nouns and Verbs
- Tenses – Use the right tenses during communication
- Active versus Passive Sentences
- Why Punctuate?
- Use Adjectives Sparingly
- Misplaced Words

Module 2 : Positive Language and Phrases

- Phrases to avoid
- Eliminate unnecessary words
- Use Familiar Words
- Avoid Clichés

Module 3 : Communication Style

- General Business Terminology
- How people hear and speak
- The Malaysian way versus the English way
- Reading between the lines
- What your boss/client might really be thinking and saying
- Pronunciation

Module 4 : Writing Skills

- Writing Professional Emails, Memos & Letters
- Meeting Terminology
- Writing Effective Reports
- Avoiding Weaking Verbs
- Structure and Style

Module 5 : Selling Your Ideas

- How to get your point across professionally
- How to communicate with your superiors and colleagues
- How to Impress Customers
- Meeting Skills
- Project a Positive Image

OBJECTIVES

- To use the appropriate type of document to deliver your written message - letters, memos, reports etc.
- To avoid errors in usage, grammar and punctuation
- To construct clear, concise sentences in plain English
- To produce documents which are structured and presented in a professional manner
- To communicate effectively

Course training methodologies focus on a clear, simple, interactive approach to learning involving frequent simulation of real-life business situations, and useful templates for participants' future use.

REGISTRATION

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FEES

RM860/ PAX

**excluding 6% SST*

Discount:

3-4 pax - 5%

5 pax & above - 10%

ONLINE TRAINING

DURATION: 3 DAYS

LEARNING FORMAT: 12 HOURS (4 HOURS PER DAY)