

PROGRAMME PROPOSAL

A 2-day in-house programme on
ENGLISH COMMUNICATION SKILLS
For CORPORATE ENVIRONMENT

Introduction:

Being able to speak better English enhances personal worth. It adds merits to a person's versatility and could open avenues for career advancement. This program helps shift the participants' paradigms towards English learning and shows them the essential language skills to enhance performance. It is intended for pre-intermediate / intermediate level participants.

Objectives:

- Enhance the ability to use English effectively for practical communication in a variety of situations for greater performance.
- Revive the awareness of using appropriate Standard English and reinforce the understanding of its technical components.
- Develop greater speaking confidence to converse in English.
- Apply self-learning tips for continuous English improvement & sustainability.

Program Content:

A. Communication Overview

- The Process of Communication
- Recognizing & removing the communication barriers

B. An Overview of the Technical Components of Standard English

- Essential Grammar and Sentence Structures:
- Verbs, Adjectives, Nouns, Adverbs, Auxiliary Verbs,
- Pronouns, Articles etc.
- Tenses (Past, Present, Future, Progressive, Perfect, Conditional)
- Active and Passive Voices
- Countable and Uncountable Nouns, Comparisons
- Singulars and Plurals
- Prepositions and Conjunctions
- Direct Questions, Question words and Tag questions
- Sentence Agreement and Common Errors

C. Enunciation Enhancement

- Learning the International Phonetic System for better pronunciation
- Applying the Phonetic System using the dictionary for independent learning

F. Expanding Your Choice of Words

- Picture Narration
- Short Articles and Discussions
- Situational Topics for general discussions involving:
 - Introductions
 - Daily Routines
 - Telephone Conversations
 - Making Appointments and Offering Help
 - Extending Welcome and Hospitality
 - Giving Suggestions
 - Handling Enquiries and Providing Information
 - Appreciation / Expressing Thanks / Extending Apologies
 - And Work-Related Scenario

G. Building Speaking Confidence

- Uplifting limiting beliefs to re-enhance self-esteem and speaking confidence
- Recognizing contributors and detractors of personal effectiveness

H. Developing Learning Sustainability System

- Personal action plans for continuous practice of English
- Buddy system for learning support

Methodology:

The modules are application-based, interactive and participative allowing the participants to practice the skills. There is a mixture of lectures, case analysis, skill practices, presentations, group dynamics and discussions to integrate learning. A post-course assessment will be conducted to evaluate the participants' language skill improvement.

Who should attend?

Management, Sales Executive, Professional Group and those who want to improve their English Communication Skills.

Course Leader

Our Trainer Juliana Anthony has 27 years of experience in teaching English and training individuals and groups in the English Language. She has trained Expatriates, local students and working adults in Communicational Skills in English and Business Communication in English. She has been a Personal tutor to The Ambassador of Iran, Japanese expatriates. She holds an Advanced Diploma (English as a Foreign Language) from The City & Guilds Institute, London.

Investment Fees:

To be discussed with client