

CONVERSATIONAL ENGLISH AT THE WORKPLACE (BASIC)

Introduction:

This course provides participants with the necessary Grammar and Vocabulary at the workplace to hold English conversation. Participants will learn how to pronounce commonly used words and express their thoughts with confidence in a professional setting.

Course Objectives:

At the end of this course, participants will be able to:

- Gain proficiency in English and communicate confidently with colleagues and supervisors
- Well versed in speaking, listening, reading and writing skills
- Understand the basic grammar, pronunciation and vocabulary needed for communicating
- Familiarize with professional skills such as participating in a meeting, writing emails and basic report writing

Course Contents:

- Strengthening English Fundamentals
 - Reviewing basic grammar and sentence structure
 - Using correct tenses in daily work communication
- Speaking clearly and confidently
 - Asking questions and seeking clarification
 - Improving pronunciation and clarify
- Workplace Communication Skills
 - Communicating with colleagues and supervisors
 - Handling simple telephone conversation
 - Understanding and responding to instructions
- Writing for the Workplace
 - Writing simple email and messages
 - Using polite and professional language
 - Avoid common writing mistakes
- Listening and Understanding at Work
 - Improving listening skills in meeting and discussions
 - Understanding feedback and instructions
 - Responding appropriately in conversations

- Practical Communication Practice
 - Role-plays based on real workplace situations
 - Speaking and writing exercises
 - Practice with feedback and correction

Who Should Attend:

Employees who need to improve workplace communication skills.

Training Methodology:

Role play, presentation, listening exercises, presentation, activity-based exercises and group discussion.

Award of Certificate:

Participants will be issued with a Certificate of Successful Completion upon meeting 75% of the required course attendance.

Duration:

2 days (14 hours)

Course Fee:

\$420 nett per trainee (GST is not applicable).

(Course fee is inclusive of all training materials and light refreshments.)