

SPEAK AND WRITE BETTER ENGLISH WITH CONFIDENCE

By Carol Chiam

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OVERVIEW

Better English helps in presentation and representation. Proficiency in English conveys the right message and be understood. This programme enhances speaking and writing. Better English for work excellence and business. It also helps to correct common errors in everyday conversation and writing. Impressive telephoning and effective business writing are necessary for every organization success. Right pronunciation and understanding of words are necessary for easy communication. Using the words can be misleading and misunderstood.

Get the message across without fear! Use good grammar and right words for effective communication. Take Success To The Next Level With Better English.

At the end of the workshop, participants will able to:

- ✦ To speak and write better English
- ✦ To communicate in English efficiency
- ✦ To overcome fears in using English
- ✦ To correct common errors in everyday conversation and writing
- ✦ To improve pronunciation and intonation
- ✦ To write letter and emails confidently
- ✦ To raise ability in achieving company objectives

OBJECTIVES

- ✦ Module 1: Overcoming Fears in the Language
- ✦ Module 2: Correcting Common Errors in Everyday Communication
- ✦ Module 3: Improving Proficiency with Good Grammar
- ✦ Module 4: Use Everyday Vocabulary for Better Understanding
- ✦ Module 5: Pronounce Correctly
- ✦ Module 6: Impressive Telephoning
- ✦ Module 7: Say It Confidently
- ✦ Module 8: Talking to Customers Confidently
- ✦ Module 9: Writing Effectively
- ✦ Module 10: Good Email Writing
- ✦ Module 11: Note Taking
- ✦ Module 12: How to Say Matters

WORKSHOP OUTLINE

WHO SHOULD ATTEND?

- ✦ Those with keen interest to speak and write better English for work excellence and career advancement.
- ✦ A good refresher course for every English speaking person

If you have any enquiries, please contact

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SBL CLAIMABLE

