

HOW TO MASTER EFFECTIVE ENGLISH COMMUNICATION

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OVERVIEW

Effective English communication is of vital importance in most business organisations today. Both oral and written communication in English are important business tools these days.

This course helps all working adults to master effective English communication skills at the workplace and business. The right training will erase all embarrassments caused in common errors in everyday English conversation and writing.

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

- ✚ Improve fluency and proficiency
- ✚ Speak and write better English confidently
- ✚ Communicate effectively for better work performance and business
- ✚ Improve vocabulary, spelling and grammar for effective communication
- ✚ Get rid of embarrassments caused by wrong pronunciation
- ✚ Raise ability in achieving company's goals

OBJECTIVES

WORKSHOP OUTLINE

- ✚ Module 1: Know Your Goals in the Language
- ✚ Module 2: Get Rid of Obstacles in English Communication
- ✚ Module 3: Avoid Embarrassing Errors in Everyday English Communication
- ✚ Module 4: Importance Grammar Rules
- ✚ Module 5: Clarification Strategies
- ✚ Module 6: Intonation and Pronunciation

WHO SHOULD ATTEND?

- ✚ Clerks, Executives, and Managers who wish to improve English fluency and proficiency
- ✚ Those who wish to overcome common errors in everyday English
- ✚ Those who wish to convey clear messages in English for maximum work effectiveness



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