



# PERFECTING THE ART OF SPEAKING & WRITING IN BUSINESS ENGLISH

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## OVERVIEW

Communicating in English has become more crucial than ever especially in the era of borderless world of communication. Businesses nowadays are conducted between nations and the lingua franca of the business world in English. To success, business professionals need to be proficient in the language and must be able to communication information precisely, correctly, the first time and every time.

## OBJECTIVES

- ✚ Understand the elements of effective communication
- ✚ Internalize the techniques of improving speaking skills
- ✚ Understanding the basic principles of good business writing
- ✚ Master the essential skills of effective business writing

## WHO SHOULD ATTEND?

- Clerical staff handling company's correspondence
- Administrative staff liaising with internal and external clients
- Middle management (executives/managers) staff overseeing the company's liaisons and correspondence with internal and external clients

- ✚ Module 1: The Foundation of Communication
- ✚ Module 2: Improving Listening Skills
- ✚ Module 3: The Mechanics of Speaking
- ✚ Module 4: Perfecting the Art of Speaking
- ✚ Module 5: The Foundation of Business Writing
- ✚ Module 6: The Mechanics of Writing
- ✚ Module 7: Perfecting the Art of Writing
- ✚ Module 8: Issues and Ethics in Business Communication

## WORKSHOP OUTLINE

If you have any enquiries, please contact

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