

FOR FURTHRER INFORMATION, KINDLY: 088 448 341 (CALL)/ 016 800 8235 (WHATSAPP)

# **REGISTRATION FORM**

Company's Name:

Address:

PARTICIPANT'S DETAILS

Name:

**Designation:** 

Contact No:

**Email Address:** 

**APPROVED BY** 

## (Name & Designation) Company Stamp

#### **Confirmation and Cancellation**

Prior to the acceptance of the terms and conditions, confirmation in writing should be forwarded to us for at least 2 weeks before the commencement date.

#### Method of Payment

50% down payment shall be made 14 days before the commencement date and 50% shall be paid 14 within the completion of the workshop. Payment can be made by cash or cheque (payable to UMS Investment Holdings Sdn. Bhd. – Maybank Account No. 5101 4304 6502).

# CONVERSATIONAL & BUSINESS ENGLISH





If you are a working adult desirous of obtaining a better position in your organisation,

If you are awaiting employment and are anxious because of your lack of proficiency in the English language, then we have a group of dedicated and experienced teachers who can help boost your fluency in your spoken/conversation English and achieve the confidence you seek!

# Learning Objectives..

At the end of the programme you will be able:

- To communicate more effectively;
- To write correct English;
- To create and reinforce a positive work culture.



### Course Outline..

#### Level 1

- Basic English Language
  Usage
- Grammar
- Simple Presentation

#### Level 2

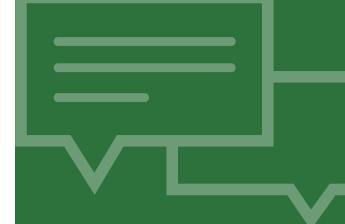
- Communicative & Business Skills
- Speeches, dialogues etc & Presentation
- Written messages

#### Level 3

- Speaking Strategies and Skills
- Role plays
- PPT Presentation
- Meetings & documents

## Facilitators..

Professional teachers, dedicated, reliable and experienced



# Mode of Delivery..

Language: English

Method:

Lectures, group discussions/ exercise, individual exercise

## Training Fee..

RM7000.00 (Inclusive of facilitator's Fee, Training Materials & Certificate only) - venue provided by clients.

RM10,000.00 ((Inclusive of facilitator's Fee, Training Materials & Certificate only) - venue provided by UCPD

\*The above fee is quoted for maximum of 20 pax only.