



FOR FURTHER 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



UMS INVESTMENT CENTRE FOR
CONSULTANCY & PROFESSIONAL
DEVELOPMENT (UCPD)

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