

GRAMMAR & CONVERSATION COURSE FOR CLERICAL & JUNIOR EXECUTIVES



COURSE OVERVIEW

You may be an expert in your field of marketing, accounting or sales but poor grammar and conversational skills will prove to be a stumbling block in your career advancement or even in our dealings with clients, colleagues and managers. Even after years of learning grammar and using English in conversation, many Clerical Staff and Executives shy away when asked to give opinions, speeches and presentations or even to communicate in everyday conversation. The main barrier to express correctly and confidently is fear, unfamiliarity to correct grammatical structures and conversational skills.

OBJECTIVES

- Express themselves in ways that will increase self-confidence when speaking up, down and across organization on a daily basis
- Reacquaint themselves with the basics of English communication and grammar
- Understand and use terms/ words/sentences most suitable in various contexts either in everyday life or at the workplace

COURSE OUTLINE

- Module 1: Understanding and overcoming difficulties with the English language
- Module 2: Overview of basic grammatical structures
- Module 3: Grapple with Grammar (through fun and interactive games)
- Module 4: Check that grammar (group discussion)
- Module 5: Social Interaction – role plays
- Module 6: The language in Conversations
- Module 7: Telephone skills
- Module 8: Projection, pronunciation and tonality
- Module 9: Asking questions politely

TARGET AUDIENCE

Clerical staff, executives and managers and anyone who desires to improve or fine tune their knowledge and skill in grammar and use it effectively in conversation

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