

# BASIC ENGLISH FOR CORPORATE STAFF



## OVERVIEW

Grammar Basics are important in everyday speech and writing. Knowledge of grammar basics will help to identify and correct common errors in everyday oral and written communication at the workplace and in business.

Good English Grammar not only reduces miscommunication but gives a good impression to the reader or listener.

Understanding the grammar rules is essential for effective communication. Grammar is not hard to learn. Learning the grammar basics will shape everyone into a better writer, reader and speaker.

## OBJECTIVES

- To speak and write in English confidently
- To correct common errors in everyday speech and writing
- To improve grammar for easy communication and good impression
- To communicate confidently and effectively at the workplace and business
- To interact with all levels of staff and customers without language barriers
- To achieve company's objectives

## WHO SHOULD ATTEND?

- Clerks, Executive & Managers with a keen interest to speak and write in English without fear
- All those who wish to communicate confidently in English Language
- A good refresher course for those using English Language at their workplace everyday

Level of understanding : Basic

## WORKSHOP OUTLINE

- Full participation is required in this interactive training.
- Power point presentation, flip charts and white board will be used
- Interactive lectures ,role plays, writing exercises will be included for maximum effectiveness

If you have any enquiries, please contact

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