

BASIC ENGLISH AT WORK



OVERVIEW

English has become an essential language for communication as it is the official language of the corporate world. If we are not fluent in English, even if we may have brilliant ideas that would be appreciated, we simply cannot express those ideas. This in turn will prevent us from taking any kind of initiatives at work and therefore, will prevent our growth in the organization. In order to be fluent in English, we need to strengthen our basic foundation. Firstly, we need to be fluent with the basic words. There are jobs where English may not be an essential means of communication. However, if we wish to achieve success in our career and if we wish to be a part of a "brand name", we need to develop fluency in the English Language. This program guides you to improve your Basic English through relevant work situations.

OBJECTIVES

Upon accomplishing the program, participants would be able to:

- use basic words in English to converse
- use English more frequently & confidently
- increase their English vocabulary .
- enhance written communication, organize ideas and present them in an appropriate manner.

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