

(MC) Mind

Your

Business

English

Host by:



Date: 27-28 Sept 2022

Time: 9am – 5pm

Venue: MEF Academy, Petaling Jaya

Course Fees: RM 1, 600

***HRDC Claimable / payable to MEF Academy Sdn. Bhd**

Registration

CLICK HERE



Objectives

Participants will be able to:

- Understand and remember basic grammar rules to improve communication skills
- Improve conversational skills including on the telephone and virtual communication skills
- Learn the methodology of writing
- Learn how to write effective business emails, letters, memos, meeting agendas and meeting minutes

Who Should Attend

This course is designed for executives and non-executives who want to improve their Business English communication skills to help them perform better at work.

Methodology

The course will be highly interactive with plenty of interaction amongst course mates. There will be many activities and practice exercises during each of the modules.



Course Content

Module **Time: 9am - 5pm Lunch: 1pm - 2pm**

Introduction

- Importance of the English language at work

Basic Grammar

- Basic grammar rules and usage including
 - Understanding nouns and verbs
 - Understanding the subject and verb agreement
 - Using the different tenses correctly
 - Creating complex sentences
- Common mistakes

**The objective of this module is to provide an understanding of basic grammar rules. It is not a comprehensive study of the language.*

Speaking Skills

- Essential conversational language
 - Introductions and greetings
 - Making small talk
 - Questioning
 - Ending with ease
- Pronunciation
- Telephone communication skills
- Virtual or video call communication skills

Business Writing Skills

- The basics of writing
- Using “Plain Language”
- Building sentence structure and creating flow
- The writing methodology
- Writing formal & informal emails, letters, and memos
- Writing meeting agendas
- Writing meeting minutes



Trainer Profile - Ms. Seeja Nanoo

Seeja has more than **18 years of work experience** in consultancy, primarily, HR (Human Resource) management. In 2013, she obtained an English Language teaching certificate from the British Council, i.e., Certificate in English Language Teaching Adults (**CELTA**). Since 2015, she has conducted several Business English courses for Executives and Non-executives across various industries in the corporate sector. Her workshops are highly interactive. She believes that the best type of learning is when students discover the language by themselves through interesting activities and interaction with each other.

She currently continues to take on HR consultancy work as an independent consultant. Prior to her journey into training, she was HR Senior Manager at **Malakoff Sdn Bhd** (until 2013). Prior to Malakoff, she was Manager, Organisational Development at **Astro All Asia Networks Plc** and before that, she was an HR consultant with **Watson Wyatt Sdn Bhd** (now known as Towers Watson).

Seeja started her career as a consultant in 1997 with **Coopers & Lybrand Sdn Bhd** (now known as **PricewaterhouseCoopers (PwC)**) in financial advisory services before moving to business process improvement and change management consulting at PwC. Seeja qualified from the **Chartered Institute of Management Accountants (CIMA)** in 1997. She also holds a coaching certificate recognised by the **International Coaching Federation (ICF)**.

