



Business English for Professionals

Duration: 2 Days

Introduction:

The Business English for Professionals course caters towards developing participants' English language skills at the workplace. The Modules provide participants exposure to a range of topics that involve international business. Each topic covers skills necessary for success in business and at the workplace. The sessions offer a variety of interesting activities in which participants discuss topics, complete interactive exercises, demonstrate knowledge, and exchange ideas. In the vocabulary section, participants will learn important new words, which you they can use when they carry out tasks at the work place. The discussion sessions will build confidence in using English and will improve fluency in speaking. A review of key grammar items is also included in each topic. In particular, the session includes error analysis in writing and will offer email writing and report writing modules .

Methodology:

Communicative approach through interactive engagements, videos, simulations & error analysis, writing sessions and demonstrations.

Designed for:

Working professionals in the field of commerce and industry who want to improve their English Language fluency and accuracy at the workplace.

Objectives:

Upon completion of the course, participants should be able to :

- Develop vocabulary and grammar with particular reference to business and professional situations
- Build confidence and fluency to enable you them to communicate effectively at the work place
- Help interact with international colleagues and customers in both business and social surroundings
- Engage in constructive discussions at the workplace
- Write Effective Emails
- Write Concise and Accurate Reports

We are HRDF Approved Training Provider under class A.

This programme can be customised for your in-house training upon request. Please contact us for an in-house training proposal.



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Course Modules:

Course Outline:

Session one: Business Communication

- Introducing yourself & Others
- Discuss ideas about careers
- How to make requests
- Types of companies
- Writing memo
- Updating grammar-present simple & present continuous Reading
- Updating grammar- past simple & present perfect
- Vocabulary building activities

Session two: Business Communication

- Making bookings & Checking arrangements
- Updating grammar- Verbs & prepositions
- Vocabulary building activities
- Discussions for improving fluency in speaking

Session three: Business Communication

- Socializing 2: Entertaining
- Vocabulary development
- Updating grammar- Multi-word verbs
- Negotiating- dealing with conflicts
- Discussions for constructive ideas

Session four: Writing Effective Emails

- Writing instructions
- Word building
- Updating grammar- conditionals
- Email etiquette
- Discussions for fluency of speech

Session five: Writing Effective Reports

- Report formats
- Writing Reports
- Updating grammar- adjectives for products
- Meetings- interrupting and clarifying
- The way we do things- improve ways of working together

For registration, please contact:

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Trainers Profile:



Professor Beena Giridharan

*PhD(Edu., Curtin Aus.), M.A
(Eng.Lang & Litt.), BSc.,
F.HERDSA, TAE, C.I.T*

Prof. Beena is the Deputy Pro Vice Chancellor cum Dean, Teaching and Learning at Curtin University, Malaysia.

In her role, she provides academic, financial, strategic and administrative leadership to Curtin Malaysia, with a particular focus on academic operational efficiency. She attained a doctoral degree in Applied Linguistics and Education from Curtin University, Western Australia. Her Master's degree (first class) is in English Language and Literature, and her Bachelor's degree is in Science (first class). She has been a fellow of the Higher Education Research and Development Society of Australasia (HERDSA) since 2006. She won the 2006 Carrick Australian Award for University Teaching and the Curtin Excellence in Teaching and Innovation award in 2006. As a member of an OLT (Office of Learning and Teaching, Australia) funded project entitled 'Learning without Borders' she has investigated leadership roles in Trans-National Education (TNE) and internationalization of curriculum. Her research interests include vocabulary acquisition in English as a second language, higher education practices, transnational education, work-integrated learning, and ethno-linguistic studies in indigenous communities. She was a visiting professor at the Virginia Commonwealth University, Richmond, Virginia, USA between 2007- 2008.

Consultancies and Training Programs Conducted

To date she has conducted many public and in-house trainings in many areas including Business English for Professionals, Enhancing your English at the Workplace, Minutes Writing, Lose your Accent, Technical Report Writing and Effective Presentation Skills, and Kinesthetic Learning for universities and multinational companies. She is an outstanding trainer who engages participants from all walks of life and assists in maximizing potential in people to achieve their professional goals.



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