

# EXCELLENT COMMUNICATION THROUGH ESSENTIAL ENGLISH GRAMMAR WORKSHOP

**Date : 28<sup>th</sup> – 29<sup>th</sup> March 2016**

**Venue : Vistana Hotel, Kuala Lumpur**

## Workshop Description

If your language skills are rusty and you can't remember all those grammar rules from your earlier education, then this **Excellent Communication through Essential English Grammar Workshop** is for you. This workshop is carefully designed to help you brush up your language skills and gain confidence in a workplace where communication skills are increasingly important.

**Excellent Communication through Essential English Grammar** will help improve your oral and written communication. The fun approach in this workshop makes the entire topic of grammar less intimidating and easier to grasp.

The workshop is essentially communication-driven. The key grammar in each module has been selected carefully to ensure that only genuinely useful language skills are learnt and can be used immediately and almost effortlessly in the workplace.

## Workshop Learning Objectives

- Facilitate comprehension and promote participants' confidence by providing small, easily mastered grammatical segments
- Develop sharp grammar skills that help participants speak and write effectively and confidently
- Provide practical and proven strategies for participants to apply and see immediate improvement in effective sentences and business writing skills
- Provide the most essential business English expressions for practical day-to-day usage
- Build self-esteem and confidence in the use of English Language

## Who Should Attend?

- Fundamental English Speakers

### Workshop Chronology

0830	Registration
0900	Workshop Begin
1030 – 1045	Morning Break
1300 – 1400	Lunch
1530 – 1545	Afternoon Break
1700	End of Workshop

*Chronology applies for Day 1 and Day 2.*

**Facilitated & Marketed by:**

**ATCEN**<sup>SM</sup>

This training is **PSMB claimable**  
Subject to PSMB approval

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## Module Outline

### Module 1: “We Speak English You Know”

- The Origins of The English Language
- Malaysian English Versus Standard English
- Why Business English and Ways to Improve

### Module 2: Break Some Old Rules

- Break Them Down
- Parts of Speech
- Active VS Passive Voices
- Commonly Made Mistakes

### Module 3: Overview of Verb Tenses

- Master These Simple Rules
- Past, Present and Future
- Only The Essentials But Crucial Ones

### Module 4: Business Grammar in Action

- Effective Business Writing
- The Beauty of Plain English
- Understand Targeted Audience
- The Four-Point Plan

### Module 5: The Effective Writing

- The Right Style (Words and Tone)
- Commonly Misused Words and Phrases
- The Email Etiquette

## Program Facilitator

### Irene Wong

Meet Irene Wong. She is fun, and she is witty. Besides making her workshop participants learn English and Business Writing in a fun and yet effective way, she ensures that the new-found language skills boost their confidence and create new and vibrant personalities in workplace.

Irene is an associate training consultant. With a proven track record in the training and education industry, Irene has more than 18 years of facilitating, training and coaching experiences, dealing with both working adults and students. She holds a Master of Science (Guidance and Counselling) and a Bachelor of Education in Teaching English as a Second Language (TESL) and she is a much sought after speaker, trainer and personal coach in the English language arena.

Over the years, she has facilitated and trained many local and international young adults in Proficiency English of various levels especially in English for Communication. She has conducted workshops and programs for English for Academic Purpose, Academic Writing, Business English and Technical English at Universiti Kebangsaan Malaysia (UKM), Universiti Putra Malaysia (UPM), INTI University College of Malaysia, KBU International College, and ERICAN Language Centre. Her vast and in-depth experience specialising in the English language has brought much success to her participants and students over the years.

Irene also trains various courses in English and communications such as Professional Business Writing, Business English for Communication, Business English Grammar, Critical Thinking & Study Skills, Strategic Communication, Communication Theories and Public Speaking classes for undergraduates at UPM and the corporate companies.

Some of the companies she has trained over the years include Zenith Media Malaysia, Tokio Marine Life, Malaysian Industrial Development Finance Berhad (MIDF), Pos Malaysia, Proton Edar Sdn Bhd, The Star Publications, CIMB, Pacific Mutual Fund, Jebson and Jessen Comm Solutions, FCS Computer System, TT dotcom, Puncak Niaga, Syabas, Atos Origins, Securities Commission, Credit Guarantee Corporation, Tanjong Kapal Services, Fibertex Nonwovens, Perodua, INCEIF, Bank Islam, Ansell Shah Alam Sdn Bhd, Energy Academy, O'Connors Engineering, SONY Malaysia, Bank Islam, ValueCAP Sdn Bhd, Syarikat Prasarana Negara Berhad, Fajarbaru Berhad, Sime Kansai Paints Sdn Bhd, Bukit Kiara Properties, Integrated Petroleum Services, IOI Corporation, Unilever Malaysia, NGL Tricor, Bank Rakyat, Fonterra Sdn Bhd, Khazanah Nasional, Golden Screen Cinema, Pentago Landscape, BMW, and etc.

Currently she manages a learning centre that specialises in English & Personal Development workshops. Learning English is definitely fun and easy with Irene and this is a common testimonial by her workshop participants and students for the past many years. Irene is actively involved in proof-reading and editing publications for individuals and corporate clients. She is also passionate in helping companies organise some CSR activities for underprivileged students.

# Excellent Communication Through Essential English Grammar Workshop

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## Companies that have attended “Excellent Communication Through Essential English Grammar “ public workshop since 2012

Aon Hewitt Malaysia Sdn Bhd  
Asia Pacific Schools  
Bank Islam Malaysia  
JT International Trading Sdn Bhd  
Malaysian Electronic Clearing Corporation Sdn Bhd  
Malaysian Employers Federation  
Mitsubishi Motors Malaysia Sdn Bhd  
National Bank of Abu Dhabi Malaysia Berhad  
OCBC Bank (M) Bhd  
Perusahaan Otomobil Nasional Berhad  
Petrotechnical Inspection (M) Sdn Bhd

PORTMAN College  
Prometric Technology Sdn Bhd  
Securities Industry Development Corporation  
Tenaga Nasional Berhad  
The Swatch Group (Malaysia) Sdn Bhd  
TT dotCom Sdn Bhd  
U Mobile Sdn Bhd  
UEM Group Berhad  
Viewpoint Research Corp. Sdn Bhd

## Participants' Feedbacks

*“The course built my confidence to use English Language day to day task.”*

– HR Executive, Asia Pacific Schools

*“Useful information given and conduct exercises to make the workshop more interesting.”*

*“I feel grateful to join your class. Thank you for all the knowledge. Now I am confident to write my own business letter or replying email.”*

*“The workshop and the training give me more confident to do and to improve.”*

**6th**  
**SESSION**  
**SINCE 2012!**

**90%**  
**Score on Trainer's**  
**Feedback – Last**  
**Session**  
**(November 2015)**

**41**  
**Numbers of**  
**participants that have**  
**joined this course**  
**(public workshop)**  
**since 2012**

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## Registration Form

### Participant 1

Name: (Mr/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### Participant 2

Name: (Mr/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### Participant 3

Name: (Mr/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**Human Resource / Approving Manager:** \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Invoice Attention To (Mr/Ms): \_\_\_\_\_

Company Stamp Chop:

For further information,  
kindly email your enquiry  
to [shera@atcen.com](mailto:shera@atcen.com)

### Workshop Investment – RM1,699 per participant

(NOT Inclusive of 6% GST)

**Group Discount of 10%** for 3 or more participants who register for the workshop at the same time and are from the same organization.

*Price is inclusive of all materials, lunches and tea-break.*

**\*\*This training is PSMB claimable**  
subject to PSMB approval

### To register, complete this form:

1. Email form back to sender's email address/  
shera@atcen.com
2. Fax this form to +603-7728 2620

### Bank Draft:

Payable to ATCEN SDN BHD and courier to:  
D-05-12, Ritze Perdana Business Centre,  
Jalan PJU 8/2, Damansara Perdana 47820 PJ,  
Malaysia.

### By Direct Transfer:

Account Name: **ATCEN Sdn Bhd**  
Bank : Public Bank Berhad  
Acc No : 3-1304600-34

All bank charges to be borne by payer.

## Terms & Conditions

1. Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend the conference or training workshop.
2. Payment is required with registration and must be received prior to the event to guarantee the seat.
3. Payment has to be received 7 working days prior to the event date to confirm registration.
4. Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However a substitute is welcome at no additional charges
5. Walk-in participants with payment will only be admitted on the basis of seat availability at the event and with immediate full payment.
6. The organizer reserves the right to make any amendments and/or changes to the workshop, venue, facilitator replacements and/or modules if warranted by circumstances beyond its control.
7. The certificate of completion will be awarded by ATCEN Sdn. Bhd.
8. The information that you provide in the Registration Form and information provided at any other time during the event, can be used by the organizer and related parties to offer, provide and continue to improve its programs and other services. Participants are responsible to advise the organizer if they do not wish to be included in the above.

## For Office Use Only

Corporate Sales Consultant: SHERA

Invoice Number:

Invoice Date: