



BUSINESS ENGLISH GRAMMAR FOR WORKPLACE COMMUNICATION

ATCEN

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Date : 23rd – 24th January 2019
Venue : ATCEN Learning Centre, Damansara Perdana

Workshop Description

If your language skills are rusty and you can't remember all those grammar rules from your earlier education, then this **Business English Grammar for Workplace Communication 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.

Business English Grammar for Workplace Communication Workshop 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

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

Who Should Attend?

- Executives
- Non Executives
- 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

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

Module Outline

Module 1: Let's Speak English

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

Module 2: Is that Grammatically Correct?

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

Module 3: Master the 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
- Commonly Misused Words and Phrases
- The Email Etiquette

Module 5: Polish the Document

- The Three-Stage Editing Process
- Ensure the Clarity of the Message
- Organize the Flow of the Message

Program Facilitator

Loshini Priyaa A/P Rajangeran

Loshini acquired her Bachelors of English language in Linguistics and Literature with a minor in Mass Communication from Universiti Tunku Abdul Rahman. Prior to her undergraduate studies, Loshini has completed her college education with a Diploma in Pharmacy at Masterskill Global College.

She has worked in various fields before embarking on the pathway of training and development. She has served in fields like food and beverages, involved in marketing activities, product merchandising, sales and last but not least, recent engagement in customer service field for a Singapore-based market.

Over the years, Loshini has actively participated and organised events that have carved the pathway for her to gain insights into the needs of having the best communication and negotiations skills to accomplish tasks. She has participated in debate, drama and elocution competitions from school to inter - clubs and inter - varsity levels to national levels. She also holds a 1st-degree black belt in Tae Kwon Do and has organised championships for district levels.

During her time in University, she has participated in training camps to teach and enhance students' language skills particularly in English. She has organised debate workshops for secondary students to improve their argumentative skills. She has been the secretary for English language society throughout her college and university time, thus has great passion and love for English as a language.

Some of the companies that Loshini has worked over the years are McDonald's, Sai Baba Mercy Home, Taman Desa Medical Centre, Hosp. Bahagia Ulu Kinta, Maxcare Telecommunication Sdn. Bhd., Health Point Pharmacy, Penang Adventist Hospital, Pelangi Publishing Group and Aegis BPO Sdn. Bhd.

Program Facilitator

Lai Jun Leong (JL Lai)

Certified Trainer (HRDF)

Lai Jun Lai (JL) has been involved in people development field for more than five years transforming every youth that he crosses path with, into young leaders. JL is also a certified trainer by Human Resource Development Fund (HRDF).

JL started off early in secondary school conducting and facilitating several teambuilding programs. Furthering his passion at tertiary level, JL was the president of Millionaire Business School for the year 2013, 2014 and 2016. The Business school specializes in providing Finance and Business education services and organizing Business events. JL was involved in sales while simultaneously trained, guided and coached his team members for four years in the organization.

Throughout his term as the president, JL organized 'Business Festival' for three consecutive years since 2014 till 2016 and 'GET RICH through Business Investment' program for 2015 and 2016. JL worked on conferences such as "Human Capital Development Conference 2017" and "Asia Human Capital Development Conference 2018" and projects for clients from Multinational Corporation and Small and Medium Business enterprises even before graduating from college.

In the corporate world, JL was involved heavily in Business Development field and managed large scaled projects with Telekom Malaysia, Hong Leong Bank, and SP Setia for customer experience and leadership programs. He worked with Maxis on "Sales and Leadership Development" programs for their small & medium business division and a lot more. He is also one of the leading Mandarin/ Cantonese speaking trainers.

Some of the companies that JL has worked with include AmBank, AON Insurance Brokers (M) Sdn Bhd, BD Agriculture Sdn Bhd, Bemis Asia Pacific Sdn. Bhd., Bonuslink, Danone, DHL Express Bhd, Dumex, Felda D'Saji Sdn. Bhd., Grand Flo Berhad, Hilti Asia IT Services Sdn. Bhd, Hong Leong Bank Berhad, Hua Yang Berhad, IOI Corporation Berhad, Johnson Controls (M) Sdn. Bhd., Kenanga Investment Bank Berhad, LB Aluminium Bhd., Maxis Berhad Millionaire Business School, Mitsui Sumitomo Insurance Group, PORTMAN College, SP Setia Berhad, SWIFT, Telekom Malaysia, Time software and UOA Development Berhad.

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Companies that have attended “Essential English Grammar“ public workshop since 2012

Affin Hwang Asset Management Bhd
Aon Hewitt Malaysia Sdn Bhd
Asia Pacific Schools
Bank Islam Malaysia
BMW Credit (Malaysia) Sdn Bhd
Boustead Petroleum Marketing Sdn Bhd
Elken Sdn Bhd
JT International Trading Sdn Bhd
Linatex Rubber Products Sdn Bhd
Malaysian Electronic Clearing Corporation Sdn Bhd
Malaysian Employers Federation
Malaysian Life Reinsurance Group Berhad
Mitsubishi Motors Malaysia Sdn Bhd
Mitsui O.S.K Lines (M) Sdn Bhd
Nanyang Press
National Bank of Abu Dhabi Malaysia Berhad
OCBC Bank (M) Bhd

Perusahaan Otomobil Nasional Berhad (PROTON)
Petroleum Nasional Berhad (PETRONAS)
Petrotechnical Inspection (M) Sdn Bhd
PORTMAN College
PPG Coatings (M) Sdn Bhd
Prometric Technology Sdn Bhd
Securities Industry Development Corporation
Sunway Berhad
Taylor's University Sdn Bhd
Tenaga Nasional Berhad (TNB)
The Swatch Group (Malaysia) Sdn Bhd
TT dotCom Sdn Bhd
U Mobile Sdn Bhd
UEM Group Berhad
Viewpoint Research Corp. Sdn Bhd
VADS BERHAD
XYLOG Computer Systems Sdn Bhd

Participants' Feedbacks

“The course built my confidence to use English Language day to day task.” – **HR Executive, Asia Pacific Schools**

“Practical and straightforward.” – **Senior Executive, Petronas**

“I agree with the business writing, clear, brief and direct. 4 point plan, introduce, details, action and closure.” – **Asst Manager Customer Service, Mitsui O.S.K Lines Sdn Bhd**

“Teaching style is good, the trainer used many ways in which to pass on her knowledge to us. Thank you!” – **Account Executive, Nanyang Press**

“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.”

11th
SESSION
SINCE 2012!

93%
Score on Trainer's
Feedback – Last
Session
(Sept 2017)

81
Numbers of
participants that have
joined this course
(public workshop)
since 2012

To Register or For More
Information

**Kindly call 03-7728 2623 or
email to info@atcen.com
www.atcen.com**