



# BUSINESS ENGLISH GRAMMAR FOR WORKPLACE COMMUNICATION

(+ with 16 weeks access to Reallyenglish  
online e-learning platform)

**ATCEN**

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**Date : 1<sup>st</sup> – 2<sup>nd</sup> April 2020**

**Venue : AC Hotel Kuala Lumpur Titiwangsa**

## 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

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

Facilitated &  
Marketed by:

**ATCEN**



**Reallyenglish**

Do you want to continue to improve your English even after the workshop ends?

ATCEN will provide each registered participant access to the English learning online platform, from the award winning online company Reallyenglish.

Reallyenglish is an interactive, flexible and exciting way to learn English, especially for working adults. This international e-learning platform allows learners to learn English at their own pace across numerous devices.

## 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

#### 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.*



Through the workshop, the trainer will be utilizing some of the content from the Reallyenglish website. Students can access the online content from multiple devices.

All participants will be provided unlimited access to Reallyenglish (Practical English 7).

## Program Facilitator

### Prem Kumar

Prem is a Coach and Corporate English Teacher with 10 years of teaching and training experience. Having served in Singapore Airlines for 11 years as a cabin crew, he has given lectures, facilitated and trained programs in English for many years.

Getting students ready for the exam and helping them achieve their target score is Prem's privilege. He has been providing students for IGCSE EFL & ESL, IELTS Academic & General, MUET, CAE, FCE & PET and he also teaches English to students less than private.

Prem is a certified trainer in English Language Travel and in Customer Service. In addition, he holds an ICL Diploma in Computer Studies simplified by Staffordshire Polytechnic, United Kingdom. Furthermore, Prem has certification in Transactional Analysis, Group Dynamics and Personal Development. He is an Independent Tourism Travel Coach for the Mesra Malaysia and English Tourism program from 2007 to 2012.

He has the experience of running a soft skills program with Synergy Consulting and has facilitated several programs for a major bank with them. He has also led a team building program for the same training provider, this time for global logistics companies.

Coach and Course Content Developers (up to the end of 2017), Prem has developed training modules for companies involved in logistics, transport, hospitality, communications, customer care, banks, healthcare and oil & gas. Some organizations that have developed modules and / or trained are Affin Bank, Maybank, BSN, Felda Hotel in Kuala Terengganu, Impiana Cherating, Ascott Service Suites, BHP, Terengganu State Tourism Council and DHL. He himself has developed Professional Service Courses, 192 Customer Service & English Services programs. Furthermore, he is an internal trainer for long-term English classes for both adults and children. Prem has developed a course for and administers 2 e-learning platforms for 3 years. This includes developing e-learning modules for various English language communication courses. The most recent training is the Health Care Professional English Communication Program with Thompson Medical Center and the SL1M program with UMW (Malaysia).

Besides being a good man, he is an excellent communicator in English and Bahasa Malaysia. He is able to translate and present programs created in English into Bahasa Malaysia. He presents his ideas confidently and easily. His involvement in various sectors has given him a worldwide view and he can bring the scope into his teaching. Prem is a team player, a good listener and uses humor and anecdotes to keep his audience

# Business English Grammar for Workplace Communication

1<sup>st</sup> – 2<sup>nd</sup> April 2020, AC Hotel Kuala Lumpur Titiwangsa

## Companies that have attended “Business English Grammar for Workplace Communication“ 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  
Shell  
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.”*

**12th**  
**SESSION**  
**SINCE 2012!**

**93%**  
**Score on Trainer's**  
**Feedback – Last**  
**Session**  
**(May 2019)**

**85**  
**Numbers of**  
**participants that have**  
**joined this course**  
**(public workshop)**  
**since 2012**

# Business English Grammar for Workplace Communication

1<sup>st</sup> – 2<sup>nd</sup> April 2020, AC Hotel Kuala Lumpur Titiwangsa

## Participant 1

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

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

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

Mobile No.: \_\_\_\_\_

Mobile number is preferred for us to be in contact with the participants before and after the workshop

## Participant 2

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

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

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

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

Mobile number is preferred for us to be in contact with the participants before and after the workshop

## Participant 3

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

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

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

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

Mobile number is preferred for us to be in contact with the participants before and after the workshop

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

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

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

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

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

Authorized Signature: \_\_\_\_\_ Invoice Attention To / : \_\_\_\_\_  
Finance E-Mail Address \_\_\_\_\_

Company Stamp Chop: 

## Workshop Investment :

**3 participants – RM3,000 nett**  
(Saved RM1,440).

**2 participants – RM2,200 nett**  
(Saved RM760).

**1 participants – RM1,480 nett**  
(Inclusive of 6% SST)

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

## To register, complete this form:

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

## By 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 : 3130460034

## By Credit Card:

We take VISA and MasterCard only.  
(3% transaction fees is applicable)

All bank charges/fees to be borne by payer.

This training is PSMB/HRDF  
claimable subject to  
PSMB/HRDF approval

## 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 our programs.
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 personal information that you provide in this Registration Form and information provided at any other time during the event, can be used by the organizer and related parties to market, advertise and promote our goods and services via various communication mediums. 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:

Invoice Number:

Invoice Date: