



BUSINESS ENGLISH GRAMMAR FOR WORKPLACE COMMUNICATION

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

ATCEN

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Date : 5th – 6th August 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

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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

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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 participant – 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: