

BUSINESS WAZE!!!

BUSINESS ENGLISH FOR ADULTS

DATE : COMMENCE FEBRUARY 2016

3 MONTHS (12 LESSONS / 3 HOURS PER LESSON)

TIME : 2:00PM – 5:00PM (SATURDAYS)

VENUE : KASTURI KL CITY

COURSE OUTLINES

- A. Introduction into Business English
- B. Types of Business Organizations company structure
- C. Writing CV and Letter of Application Recruitment
- D. Job Interviews
- E. Business Etiquette
- F. The Basics of Customer Care
- G. Professional communication etiquette
- H. Money Matters
- I. Distinguishing between relevant and irrelevant information
- J. Effective Negotiations in English
- K. Discussing international business news and current affairs
- L. Grammar and vocabulary usage
- M. Various idioms expressions / vocabulary related to business

TRAINER'S PROFILE

Trainer has experiences in teaching English to foreign and local students and Working Adults.

Specialized in teaching spoken and written English from elementary to upper intermediate level. Well versed in adult language instruction

Graduate Diploma in TESOL Education and
PITSMAN UK Diploma

Trainer has more than 10 years teaching English in Educational Institutions.

COURSE OBJECTIVES

- ✔ Communicate with confidence in Public
- ✔ Handle meetings with confidence
- ✔ Participating in group discussion
- ✔ Collaboration and presentation
- ✔ Clear Communication
- ✔ Engaging in meaningful conversation
- ✔ To improve their business English language vocabulary
- ✔ They be able to communicate professionally in the working world
- ✔ Listening to real recording of business communication applied to the business world.
- ✔ To apply the four critical skills, from listening to speaking and reading to writing.

WHY BUSINESS WAZE?

Business Waze is a basic tool for fresh graduates pursuing into the magical world of business. It's the key to educate young ones venturing.

WHAT WILL WE GAIN?

It will promote confidence, communication and concept.

**SPECIAL OFFER
FOR FRESH GRADUATES!!!
COURSE FEES: RM300 per month
DISCOUNT RM50 if you introduce a FRIEND!**



Contact us :

Shaheera @ 6017-2133696 shaheera@activesunrise.com.my
Vlynnne Chew @ 6017-4775658 huey.lin@activesunrise.com.my

Active Sunrise Sdn. Bhd.

! No.2A-3 Jalan Puteri 2/5 Bandar Puteri 47100 Puchong Selangor Darul Ehsan Malaysia
! 603 – 5888 7098 or 603 - 5882 6669 ! www.activesunrise.com.my

