









ENGLISH FOR OFFICE COMMUNICATION

COURSE OVERVIEW

This online short course helps you to understand what is bad, what is good and what is better in the usage of English for communication at workplaces. It also facilitates the learners to use proper English that is both concise and purposeful. The topics range from common grammatical mistakes to suitable vocabulary and office emails. With minimal advanced instructions, the topics are delivered in the form of tasks from which learners can derive the desired knowledge. Instant feedback on the real samples of workplace communication is the key strategy by which the learners can get improvement as and where necessary.

KEY FEATURES:

-  Virtual classroom via Zoom
-  Small group
-  Discussion mode of delivery
-  Based on real samples from the instructors as well as the learners
-  Task-based
-  Instant feedback via video conferencing

WHAT WILL YOU LEARN?

- Session 1: Using clear and concise language
- Session 2: Use of verbs and sentences structures
- Session 3: Effective office emails
- Session 4: Punctuation, bullet points, and numbering
- Session 5: Business vocabulary
- Session 6: Writing a memo
- Session 7: Writing the minutes of meeting
- Session 8: Common mistakes in language use



WHO CAN ATTEND THIS COURSE?

Professionals who are interested in developing English language skills for workplace contexts. It particularly helps those who have to handle varied office correspondence with colleagues of both lower and upper-level positions regularly.

CONTACT US 1800 88 0300
e: marketing@mahsa.edu.my | w: www.mahsa.edu.my

MAHSA UNIVERSITY

Jln SP 2, Bandar Saujana Putra, 42610 Jenjarom,
Selangor, Malaysia.