

Workplace English for Foreign Workers (Level 3)

Code: WPE-L3

Duration: 24 Hours

Synopsis:

English is commonly used in the working environment today. Knowledge of English will allow two-way communication to be much easier and instructions to be carried out more accurately and effectively. This will avert costly mistakes in production due to misunderstanding and misinterpreting instructions.

This course is designed for learners to improve the quality of their English conversational skills and basic understanding of English. This level is for entrants who are slightly proficient in spoken English but weak in written English.

Course Objective:

On completion of this course, learners will be more conversant in English. They should be able to read and understand simple memo.

Course Outline:

This course will cover:

Language Structure

- Grammar usage

Conversation Practice

- Ask questions
- Receive and deliver messages
- Discuss problems

Reading

- Comprehension passages
- Picture composition

For Whom:

Suitable for new foreign workers who have some knowledge of English and/or operational level.

Certification:

A Certificate will be awarded to individual upon completing and passing oral, written and listening skills tests. Otherwise, a Statement of Attendance will be issued to those who attained a minimum attendance of 75%.