



## Workplace English for Foreign Workers (Level 3)

**Code:** WPE-L3

**Duration:** 18 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, participants will be able more conversant in English. They should be able to read and understand simple memo.

### Course Outline:

This course will cover:

#### Language Structure

- Grammar usage

#### Speaking

- Ask questions
- Receive and deliver messages
- Discuss problems

#### Reading

- Comprehension passages
- Picture composition

### For Whom:

Suitable for new foreign workers.

### Entry Requirements:

Participants are assumed to have some knowledge of English and/or operational level.

### **Training Methodology:**

This course is delivered through interactive training approach.

### **Assessment Methodology:**

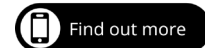
Pre-assessment and Post-assessment will be conducted.

### **Certification:**

A Certificate of Proficiency will be awarded to participants upon completing and passing the assessment with minimum attendance 75%.

### **Contact Us:**

For further information or registration, please contact +65 6483 2535 or email [emarketing@elitic.com](mailto:emarketing@elitic.com)



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