



## Workplace English for Foreign Workers (Level 4)

**Code:** WPE-L4

**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 who have basic knowledge of English and want to improve in the language for use in the workplace. Learners will be taught fundamentals in grammar, work-related vocabulary and be taught how to write messages and business letters. There will also be exercises on reading and listening, to provide a wholesome learning experience.

### **Course Objective:**

On completion of this course, participants should be confident and competent to speak English. They should be able to write simple memos and reports.

### **Course Outline:**

This course will cover:

#### Language Structure

- Grammar usage
- Vocabulary
- Composition

#### Conversation Practice

- Expressing preferences
- Expressing concern and consolation
- Safety and Warning People
- Giving instructions
- Giving directions
- Taking messages

## Writing

- Memo
- Report
- Diary

### **For Whom:**

Suitable for foreign workers.

### **Entry Requirements:**

Participants are assumed to:

- have completed ELITC Academy's workplace English – Level 3 or;
- have completed an equivalent level of English programme from other language providers as above or;
- can comprehend and communicate the English language at a reasonable level.

### **Training Methodology:**

This course is delivered through interactive training approach.

### **Assessment Methodology:**

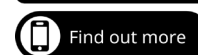
Pre-assessment and Post-assessment will be conducted.

### **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@elitc.com](mailto:emarketing@elitc.com)



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