

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, learners 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:

Foreign workers

Entry Requirements:

Participants who:

- have completed ELITC'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.

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%.