



## ■ Basic Working English

In this basic course, we will use practical and time tested methodology to improve your proficiency level and achieve more mileage in functional language for the work place.

### Building Language Blocks

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The method used is 'one step at a time'. This approach allows you to build up and develop language capability at your own pace and focus on your own needs.

### Objectives

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- Build learners' communicative ability to a level at which they can use the language fluently in a variety of practical and social situations
- Develop learners' basic skills and confidence in applying the essential rules of form and use of the language
- Provide the impetus for learners to enhance performance as the language skills achieved can relate directly to their work experience

### The Result:

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- Greater Business Efficiency
- Increased Clarity
- Greater Self-Confidence
- An Enhanced Positive Corporate Image

### Course Content

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- Sentence Essentials and the Mechanics
- Grammar Essentials
- Word skills - Extending Vocabulary
- Reading and Comprehension Skills
- Listening and Spoken Fluency

### Course Methodology

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It is fully interactive and features many highly practical, creative and fun-filled exercises that will stimulate interest and emphasise the numerous learning points.

### Who Would Benefit?

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- Office Support Staff
- Executives

### Special Features

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- Scheduled follow-up
- Certificates upon satisfactory completion of the course

