

program fact sheet
Writing Repr
Cases

Writing Reports, Proposals
and Business Cases
details
Duration
course overview

- Introduction
- Preparing to
- Writing Reports
- Writing Prop
- Writing
- Appendix
- Document
- Action P

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Eager to
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THE POWER OF GRAMMAR AND WRITING *skills*

DATE

25 & 26 FEBRUARY 2015

VENUE

ISTANA HOTEL
KUALA LUMPUR

THE POWER OF GRAMMAR & WRITING SKILLS

INTRODUCTION

When you think of grammar, it is likely that fixed rules governing language use come to mind.

This course takes you beyond that to give you a deeper understanding of English grammar so that you can convey information more clearly and accurately, get things done more efficiently, and convince others of your ideas and opinions.

The course also highlights aspects of grammar that will enable you to project the image that your organisation desires.

You will learn how to use grammar competently - and even creatively - for a variety of purposes. In addition, you will learn how to use modern technology to check the use of English and thus evaluate what you read or write more critically.

OBJECTIVES/OUTCOMES

By the end of this course, you will be able to:

- Have a fresh understanding of English grammar
- Appreciate how grammar is inherently meaningful and related to effective communication and thinking
- Identify some important features of English grammar to pay attention to, and apply them in order to be more expert users of English
- Know how to use dictionaries and online tools to find out real world usage of English
- Grammatical strategies for different types of writing and speaking
- Effective patterns of grammar use for different purposes of communication
- Gain better awareness of common spelling and grammar issues
- Apply writing techniques to write concisely and clearly
- Addressing Customer In the Right Tone
- Effective Professional Writing
- Writing Clear and Concise

TARGET AUDIENCE

- Managers
- Executives
- Engineers & Technical Specialist
- Administrative Officers and Diplomatic Service
- Staff who are involve in preparation of reports and proposals
- Special officers
- Secretaries and support staffs.

METHODOLOGY

- Lectures
- Discussions
- Group Activities
- Videos
- Role Plays

PROGRAMME

Day 1

MORNING SESSION

- Brief Self Introduction
- Importance of the English Language
- Why do we lack practice
- How do we break the Communication barrier

Trainer's Remark / Group Work / Discussion

MORNING TEA BREAK

- What is Grammar
- Group Activity

Notes / Trainers Remark / Group Activity

LUNCH

AFTERNOON SESSION

- Basics of English Grammar
- Basic rules of the language
- Developing a solid foundation in English grammar
- Create your own sentences correctly

Notes / Lecture

(The fundamentals of Grammar will be provided during session)

AFTERNOON TEA BREAK

- How to use dictionaries for grammar checks
- Online concordances and how to use them
- Practical speaking and writing activities

Discussion / Course Work / Test

Day 2

MORNING SESSION

- Being appropriate: the grammar of tone and style
- How are context, meaning and grammar related?
- What features of English grammar affect tone?
- Differences in grammar between written and spoken English

Trainer's Remark / Role play

MORNING TEA BREAK

- Why Effective Writing Skills?
- Addressing Customer In the Right Tone
- Effective Professional Writing
- Writing Clear and Concise

Trainer's Remark / Group Work / Discussion

LUNCH

AFTERNOON SESSION

- Written English
- Business Letter writing
- Memorandum
- Email

Trainer's Remark / Group Work / Discussion

AFTERNOON TEA BREAK

- Simple English Test
 - Individual /Group Presentation (Spoken English)
- Group Activity*

CLOSING

VAANI THIAGARAJAN



Vaani started her career in the hotel industry in London after completing a Graduate Diploma in American Hotel & Motel Association. She has also obtained a Diploma in Psychology from Middlesex University in the United Kingdom.

With more than 12 years experience in the hospitality industry, Vaani has worked as a Senior Sales Manager for many well known hotels in Malaysia and expanded her horizon as a Director of Sales for a digital media advertising firm briefly. She worked as Branch Manager for a real estate agency for 4 years in the United Kingdom. She has contributed to the success of leading hotels and resorts in Malaysia, throughout her marketing career. Working with talented marketing directors has afforded her the level of hands on experience for a greater roles and challenges.

She hosted Olympics 2008 on ASTRO, presented news for a private TV channel in the UK and conducted interviews with prominent personalities and politicians. She has also conducted training programmes in the areas of Etiquette, Customer Service, Grooming and Basic Communication skill.

Being acquainted with various industries in local and international market for 20 years has equipped Vaani the knowledge to handle most circumstances with tact and total professionalism. She is very enthusiastic and has the ability to communicate with people from all levels.

REGISTRATION FORM

PARTICIPANTS

DESIGNATION

EMAIL

1.		
2.		
3.		
4.		
5.		

ORGANISATION

CORRESPONDING ADDRESS

CONTACT PERSON

SIGNATURE

TEL

FAX

EMAIL

TERMS & CONDITIONS

- | | |
|--------------------------|--|
| 1. FOR PRIVATE SECTOR | - The organisers reserve the right to stop any registered delegate from taking part in the event if no proof of payment or an undertaking letter is presented. |
| 2. FOR GOVERNMENT SECTOR | - A Local Order (LO) or Letter of Approval to participate must be presented before or during the event. |
| 3. CANCELLATION POLICY | - For any cancellations, kindly inform the secretariat in writing / fax 3 days before the event, otherwise the conference fees will be billed. Replacement will / can be accepted. No refund for cancellation made after 23 February 2015 . |
| 4. REGISTRATION FEE | - RM1,650.00 per participant. |
| 5. GROUP DISCOUNT | - RM50.00 per participant will be given for group registration of Five (5) or more from the same organisation (same time and same billing source).
Fees to include Lunch, Refreshments and Workshop materials / documentation) |
| 6. PAYMENT MODE | - All Bank Draft / Local Order / Cheques must be crossed and made payable to
WORLDWIDE CORPORATE RESOURCES SDN BHD |
| 7. BANK TRANSFER | Bank - Maybank Berhad
Account Name - Worldwide Corporate Resources Sdn Bhd
Account No - 5140 5717 4708 |

All enquiries must be forwarded to:-

Secretariat
 GlobaleventAsia
 Worldwide Corporate Resources Sdn Bhd
 Level 36 Menara Citibank
 165 Jalan Ampang, 50450 Kuala Lumpur
 Tel: 603-4142 0960 / 2169 6347
 Fax: 603-2788 3605 / 2169 6168
 Email: noura@globaleventasia.com
 globalevents.wcr@gmail.com
 Attn: Ms Nora (HP: 016-665 6138)

www.globaleventasia.com