

IPOH'S CENTRE OF EXCELLENCE FOR ENGLISH



*36 Hour program...
Guaranteed Results...!!
Great Opportunity...!!*



This Excellent Programme is structured to improve communication and verbal conversational skills. Specifically designed for Individuals who aspire to be more confident and effective mainly in spoken and also written English. After this program participants will be able to communicate confidently and effectively in English according to their individual need, situation, purpose and role. Towards this end this training is designed which will focus on helping the participants to learn the latest techniques of communication business writing through informal, participative, and user-friendly methods.

WHO SHOULD ATTEND?

Equally beneficial for all employees and personnel of all levels in the organization keen in developing their communication and writing skills.

Program Details/Highlights

- WEEK-END & WEEK DAY CLASSES
- 36 HOUR PROGRAM
- FLEXIBLE PAYMENT SCHEME

PROGRAM FEE

RM 450.00 (PER PAX)

REGISTER BEFORE 30/4/09 PAY ONLY:

RM 400.00 PER PAX

PROGRAM CONTENTS

- **Grammar & Vocabulary.** (Errors /Proper Usage).
- Effective Skills In **Speaking & Reading Skills**
- **To listen** to English, **spoken and read** in a natural tone
- **Good communication skills** in overcoming barriers
- **Communicative activities** conducted in daily situations
- Mechanics Of **Writing Essays, Letters, simple memos** etc
- Good report writing skills.
- **Telephone Techniques** - Effective telephone skill

**MAY 2009
INTAKE**

LAST 5 SEATS...CALL NOW..

REGISTRATION FORM

English Communication & Writing Skills



MINA RESOURCES SDN BHD

Tel: 05-2415722 Fax: 05-2536943

e-mail : mina@streamyx.com

website : www.mina.edu.my

FEES: RM450.00 PER. PAX (Fees includes program material and notes)

Dear Sir / Madam,

Please register the following participants for the above course:

NO	NAME	NRIC NO:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

SUBMITTED BY :

Name :	Designation:	
Company:	Tel:	Fax:
Address:	Signature :	

E-mail:

Enclosed cheque / bank draft No. _____ for RM _____ being payment for _____ participant(s)
made in favour of MINA RESOURCES SDN BHD.

Registration is on first-come-first-served basis. Cheques should be made payable to **Mina Resources Sdn Bhd** and should be forwarded 10 days before the date of commencement of each program. Registration is confirmed upon receipt of full payment. There will be no refund for cancellation within 7 days prior to the program. However, replacement can be accepted at no additional cost.

Mina Resources Sdn Bhd reserves the right to cancel or reschedule the above program and all efforts will be taken to inform participants of the changes.