



ENGLISH PROFICIENCY AT THE WORKPLACE

Proficiency that drives performance

Bridge the communication gap that's costing your organisation productivity and professionalism. Strengthen your team's business English foundation—from emails and proposals to meetings and presentations—with practical, workplace-focused training. Boost confidence, reduce misunderstandings, and ensure your workforce communicates with clarity and credibility in today's globalised business environment. Invest in language skills that deliver immediate, measurable ROI.

LEARNING OUTCOMES

Upon completion of this course, participants will be able to:

- demonstrate improved accuracy in English for professional contexts;
- apply proper grammar, vocabulary, and sentence structure in communications;
- exhibit enhanced confidence when communicating in English at the workplace;
- adapt communication style to different audiences and professional contexts; and
- demonstrate cultural sensitivity and professional etiquette in English communications.

METHODOLOGY

- Personal/Peer Sharing, Role Plays, Case Studies, Learning Activities, Hands-on Practice

TOPICS

- The English Grammar
- Expand your Vocabulary
- Express it Right!
- Take Note, Read to Understand
- Business Communication
- Of Presentations and Meetings
- Social Skills

TRAINER/FACILITATOR

Sophia Jenang

- 35 years experience as Professional MC
- Accredited Trainer by HRD Corp
- Trainer since 2009
- Experienced as Federal and Government employee, GLC and Statutory Body Executive, Corporate Relations Manager, Corporate Training Manager, Head of PR, Communication Manager, English Tuition Teacher and Trainer & Coach