



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

PROFESSIONAL CERTIFICATE IN **BUSINESS ENGLISH**

CLOSING DATE

 **15th AUGUST 2019**

VENUE

JOHOR BAHRU / KUALA LUMPUR

This course is designed for executive officers, clerical staff, and others who wish to enhance their communication skills at the workplace. Participants will engage in reading, comprehending, interpreting reports, and in presenting information in reports. Participants will also be involved in writing business letters, memos and emails. They will be exposed to conducting and participating in meetings as well.

LEARNING OUTCOMES

By the end of the course, participants will be able to:

1. enhance their business communication skills
2. build up their confidence in interacting with clients
3. enhance their vocation skills for career advancements

PROGRAMME CONTENTS

Module 1: Structures of the English language

Module 2: Speech Training

Module 3: Social and Business Interactive Skills

Module 4: Front Desk and Telephoning Etiquette

Module 5: Business Communication 1

Module 6: Reading and Writing for Business 1





TARGET AUDIENCE

Working adults
(Private and Public Sectors)

DURATION

3 Months (Weekend Class)

• **SEPTEMBER - NOVEMBER 2019**

-  Centre for Professional Development, UTMSPACE Johor Bahru
-  07-5218170 (Ms. Nur Aishah Dianah)
-  07-5205725
-  aishahdianah@utmSPACE.edu.my

UTMSPACE
ESTD 1982

HRDF Claimable

UTMSPACE is a Training Provider under HRDF
(Reg. No. 0902)

IN-HOUSE COURSE can be designed in accordance with organizational requirements

REGISTRATION FORM

To confirm your registration, please complete this form including payment.

YES! Please register the following participant(s) for this course

I am interested but unable to attend. Please put me on your mailing list

Please tick (/) where applicable

Course Name : **PROFESSIONAL CERTIFICATE IN BUSINESS ENGLISH**

Duration : **September - November 2019 (3 Months - Weekend)**

Venue : **Johor Bahru / Kuala Lumpur**

Fee : **RM3500.00** per pax

Please contact MS. NUR AISHAH DIANA at 07-5218170 for special package (more than 20 persons) and accommodations.

*DETAILS OF PARTICIPANT ATTENDING THE COURSE :

Bil.	Name of Participant	Mobile No.	E-mail	NIRC (for HRDF claim)	FEE (RM)

(Please attach a separate list if necessary)

*UTMSPACE respects the privacy of its customers with regards to personal data. For further details, please visit www.utmspace.edu.my/pdpa

Total

SPONSORSHIP : Self-Sponsored Company-Sponsored

INDIVIDUAL / COMPANY DETAILS (for issuance of invoice) :

Organisation : _____
Address : _____
Contact Person : _____ Co. Reg. No.* : _____
Tel. No. : _____ Designation : _____
Fax No. : _____ E-mail : _____
* If applicable

Cancellations received in writing 30 days prior to the programme are eligible for refund, subject to a 15% cancellation fee. Cancellations received less than 14 days from the date of the programme are not eligible for a refund. However, substitute attendees are welcome. Please note that the speakers and topics are confirmed at the time of printing. However, circumstances beyond the control of the organisers may necessitate substitutions or cancellations of speakers and/or topics. As such UTMSPACE reserves the right to alter or modify the advertised speakers and/or topics.

Authorised Signature* : _____ Date : _____
Name : _____ Designation : _____
* Head of Department/ Approving Manager

Company Stamp

MODE OF PAYMENT

A. Cheque or Bank Draft

Cheque No. / Bank Draft No. : _____ Bank/ Branch : _____

All crossed cheque / bank draft should be made payable to Account Name : UTMSPACE
Account Number : 8601518228 | Bank Name : CIMB Islamic Bank Berhad | Branch : UTM Skudai, Johor

B. Telegraphic Transfer / Local Order

Transaction Date : _____ Reference Number : _____

| Terms & Conditions Apply |

FOR FURTHER INFORMATION, PLEASE CONTACT :

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E-mail : aishahdianah@utmspace.edu.my | Contact Person : MS. NUR AISHAH DIANA