

English Language for Workplace (2)

DESCRIPTION:

This training programme is a pre intermediate level programme. This programme is designed to enhance co-workers to facilitate the use of English fluently: very often co-workers have to deal with English speaking clients, business partners and colleagues as well as English technical literature, reports and presentations; as they belong to the daily activities with in the work life.

Upon completion of this training, the participants will be able to:

- learn business-specific vocabulary and expressions
- develop practical language to liaise with colleagues and partners in English

OUTLINE:

- Giving and taking personal information
- Answering Phone calls and leaving messages, arranging business travels
- Making Appointments and Arrangements
- Emails and Memos
- Letters- request, complaints, application
- Conducting effective meetings
- Selection Process
- Job interviews
- Appraisal
- Problem and negotiations

Mode of Delivery:

Through presentation, group discussion, role plays and self-assessing exercise



TRAINING CODE:

ELWLC 15

DURATION:

15 hours

MODE OF DELIVERY

- presentations
- group discussions
- role-playing
- self-assessing exercises

DESIGNED FOR:

Co-workers who has a knowledge of basic English level or who has completed English Language for Workplace 1

Level:

2,3,&4

CONTACT DEPARTMENT

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