

English Language for Workplace – Basics (1)

DESCRIPTION:

This training is offered to participants who need to improve their Basic English language skills in order to improve their English Language. With the focus on providing an intensive practice of modern English usage, the course includes elements of sentence and contextual grammar, important office related vocabulary, face-to-face communication, group discussions, word games, question-answer sessions, and paragraph writing; integrated with the four language skills - listening, speaking, reading and writing.



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

- move on to activities and exercises illustrating the concepts of (a) narration, description, comparison and contrast, and (d) cause and effect.

OUTLINE:

- Enhance vocabulary and conversational skills
- Develop an understanding of grammar terms and four skills.
- Improve the use of grammar, parts of speech, tenses and punctuation
- Skillful use of dictionary to grasp the meanings of words
- Introduction to paragraph writing
- Formal letter writing
- Minutes Writing

MODE of DELIVERY

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

TRAINING CODE:

ACSLC 15

DURATION:

15 hours

MODE OF DELIVERY

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

DESIGNED FOR:

This course is suitable for all staff who are keen on developing their communication skills

Level:

2,3,&4

CONTACT DEPARTMENT

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