

# ENGLISH LANGUAGE SKILLS FOR COMPANY SECRETARIES. HOW TO IMPROVE YOUR ENGLISH EVEN AS YOU WRITE?

## COURSE INTRODUCTION

In today's technology-connected world, a huge part of our work involves writing. Every day we write to clients, colleagues and bosses. Yet many of us struggle to express ourselves in good, clear English. How then can we improve our English language so that we can write better minutes, reports or just day-to-day e-mails?

This course will help participants discover useful strategies and tools to raise the standard of their written English. They will learn how it is possible for them to improve their English even as they go about their daily writing.

## COURSE OBJECTIVES

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

- Identify writing strategies that help them project a professional image.
- Choose sentence structures that are less prone to grammar errors.
- Identify common grammar problems and techniques to overcome them.
- Use essential writing tools to write better.

## COURSE CONTENTS

### Getting started

- Self-assessment
- Two-pronged strategy: Grammar and vocabulary in writing

### Revisiting Language Awareness: Improving Grammar and Language Use

- Rules of usage: Tenses & word classes
- Common grammar errors
- Writing tools for improving your grammar
- Sentence & paragraph construction

### Building vocabulary

- Power of vocabulary
- Vocabulary building activities

### Applying Effective Writing Strategies

- Planning & writing letters, emails, short reports and meeting minutes for coherence, cohesion, & impact
  - Summarizing and paraphrasing
  - Using modals, transitional expressions/ discourse connectors, purging redundant words
  - Reviewing punctuation for meaning distinction and clarity

- Managing statistical information/graphics for easy comprehension
- Use of active and passive voice

Participants will get a quick reference guide on grammar and language use.

## METHODOLOGY

This course uses competence-based experiential training methods including:

- individual assessment of grammar/language use
- writing exercises and tasks
- facilitator-led feedback

## WHO SHOULD ATTEND

This course is suitable for company secretaries, executives and staff whose role requires them to write English professionally.

## ABOUT THE TRAINER

**Dr Manjit Kaur Ludher** is an experienced consultant building capacity and empowering people of diverse cultural backgrounds at workplaces, universities, and colleges for over 35 years. An excellent communicator with ability to create rapport for alignment of diverse stakeholders, Manjit has strong analytical, research and writing skills.

In this capacity, she has conceptualized and conducted short courses and training programs for the public/corporate work sectors to build capacity and conduct evaluation in various English language courses for executives, non-executives and journalists. She has also created, written and edited a range of materials: books, articles, reports, brochures, and proposals for strategic communication.

Her clients have included Bernama, Star Publications, News Straits Times, MRT Corp, Bandar Raya Developments, SIRIM Malaysia, and Ministry of Science, Technology and Innovation (MOSTI) under her then consultancy Manna Mahn Sdn Bhd.

She taught English and Linguistics at the National University of Malaysia (UKM) and at Sydney University, TAFE Ultimo and at ELICOS colleges in Sydney, Australia. Manjit possesses a Ph.D in Linguistics from Macquarie University, Sydney; MA in English Language Studies from the National University of Malaysia (UKM); BA (Hons.) in English Literature and Diploma in Education (TESL) from University of Malaya; and a Cert IV Training and Assessment from TAFE NSW- Sydney Institute.

DATE	VENUE	EVENT CODE
25 - 26 August 2020	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/20/076
Time	9.00 am – 5.00 pm	
Training Methodology	Competence-based experiential training methods	
Fee	<b>RM1,000.00</b> Standard <b>RM800.00</b> Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	16	

*Fee inclusive of certificate of attendance, seminar materials and refreshment.*



Use one form for each participant. Print or type clearly. This form can be downloaded from SSM's website at [www.ssm.com.my](http://www.ssm.com.my). Kindly make copies if more forms are needed. Please register me for the below programme:

DATE	EVENT CODE	PROGRAMME

**PARTICIPANT DETAILS:** *(All details must be completed)*

Name \_\_\_\_\_ I/C No. \_\_\_\_\_

Licensed Secretary No. \_\_\_\_\_ SSM PC No: \_\_\_\_\_

Professional Body Name & Membership No. \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Office Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email Address \_\_\_\_\_  
*(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)*

Tax Invoice to be issued in the name of \_\_\_\_\_

Name of HR personnel \_\_\_\_\_ Tel. No. \_\_\_\_\_

Vegetarian Meal     Other Diet \_\_\_\_\_

Payment by cheque no. \_\_\_\_\_ amount RM \_\_\_\_\_

### PAYMENT TERMS

- Fee is payable to **SURUHANJAYA SYARIKAT MALAYSIA**.
- Payment can be made in cash, cheque, bank draft, credit card, postal order or money order.
- Each programme fee must be paid separately.
- Only cheque issued by company/firm can be accepted. Companies/Firms that issue a non-valid cheque will be blacklisted.
- Personal cheque will not be accepted.
- On the reverse of each instrument of payment, please indicate the participant(s) name (maximum 5), License Secretary no./Professional Body name (if any), programme date and event code.
- Attach with a copy of the Registration Form (if payment made before the programme date) or Invoice (if payment made after the programme date) when submitting payment.
- Payment can be made at SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches in Malaysia.

### PROGRAMME FEE

Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), training materials, refreshments and lunch (where applicable).

### FAX OR EMAIL YOUR REGISTRATION FORM WITH PAYMENT RECEIPT TO:

COMTRAC & Knowledge Management Division, Level 12, Menara SSM @ Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur  
Tel: +(603) 2299 4440 (Zakhir) / 4441 (Priya) / 5308 (Fuza) Fax: +(603) 2299 4451 / 4452 Email: [comtrac@ssm.com.my](mailto:comtrac@ssm.com.my)

### TERMS & CONDITIONS

Registration is on a first-come-first-served-basis. No walk-in accepted. All registrations MUST be submitted to SSM accompanied with the full payment five (5) working days before the programme. Admittance will not be permitted unless payment or letter of guarantee is received. Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.

#### Cancellation

No refund is entertained if participant decide to cancel their registration but a substitute is welcome. Written notification of substitute's name must be received by COMTRAC at least three (3) working days prior to programme. Any difference in fee will be charged accordingly. In cases of cancellation/postponement of programme by COMTRAC, the registration fee will be refunded.

#### Transfer

No refund is entertained if participant fails to attend a programme. Transfer of registration fee to another programme is not allowed.

#### Replacement Of Certificate

SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant/representative during registration or loss of certificate, etc.

### DISCLAIMER

SSM reserves the right to cancel programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

### PSMB

Suruhanjaya Syarikat Malaysia is registered as a training provider with PSMB under KERAJAAN1846.

### PERSONAL DATA PROTECTION NOTICE

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to get your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at [comtrac@ssm.com.my](mailto:comtrac@ssm.com.my).