



# 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 emails? 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

- Your grammar rating
- Importance of grammar in writing

### Using writing strategies

- Effective sentence structures
- Two-pronged strategy: Grammar and vocabulary

### Building vocabulary

- Power of vocabulary
- How to find a better word quickly
- Vocabulary building activities

### Raising grammar levels

- What you must know about grammar building blocks
- Most common grammar errors

### Improving your grammar every day

- Where to find writing tools for improving your grammar day by day, even as you write
- How to use writing tools to form grammatically correct sentences
- How to eliminate guessing when you are not sure of the grammar

Participants get: Quick reference guides on the grammar around verbs, nouns and prepositions

## METHODOLOGY

This course uses competence-based experiential training methods including:

- individual assessment of grammar
- writing exercises
- facilitator-led feedback

## CLASS SIZE

Due to the interactive nature of the programme - which includes many writing exercises, and presentation and feedback on the answers - the number of participants needs to be limited to a maximum of 25.

## WHO SHOULD ATTEND

This course is suitable for managers, executives and staff whose role requires them to write at a professionally acceptable standard of English.

## ABOUT THE TRAINER

**Lum Woon Foong** holds a Masters Degree in Training and Human Resources Development from the University of Warwick, UK and is a Chartered Accountant, Malaysia. She also has two accreditations from South Australia - competency-based training and education (CBTE) Instructor, and CBTE Curriculum Designer and Developer.

As a practitioner, consultant and trainer for more than 15 years, she has wide experiences in designing training that has a strong link with real life business requirements. She has conducted training for a wide range of personnel, from clerks to managers to Board members. Her passion is in making subjects which are perceived as difficult to understand into something enjoyable and easy to learn.

She has served clients in a wide range of industries including agriculture, banking, business consulting, IT, insurance, manufacturing, retail and shipping. She has held senior management positions in finance, human resource management and training in organisations such as Malayan Cement Berhad, MCSB Systems, and Ernst & Young. Other organisations she had worked in include Coopers & Lybrand and Deloitte Kassim Chan.

DATE	VENUE	EVENT CODE
15-16 October 2019	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/19/085
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, compact disc pre-loaded with 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. \_\_\_\_\_

Prescribed 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).