

BUSINESS ENGLISH for PRESENTATION

(HRD Corp Programme Number : 10001144852)

COURSE MODULES

- Using the Language Tool Effectively
- Preparing yourself for the delivery
- Getting your presentation tool ready
- Concluding a presentation

Remote Online Training



It is becoming increasingly common to have to give business presentations in English. Giving a presentation in English can be a real challenge even when you have a good knowledge of the language because the language of business entails expectations of clarity, particular vocabulary and grammatical structures.

Business English for Presentation is a practical programme for you to learn the language tool that would help you present more effectively. We show you the mechanics of effective speech from sentence building, pronunciation, to building your vocabulary and expressions that you need when giving a presentation.

HOW WILL YOU BENEFIT :

1. Communicate more convincingly orally.
2. Use effective vocabulary to make effective presentations.
3. Address audience confidently.
4. Express authoritatively and concisely.
5. Manage question time effectively.

Who should attend?

The course is intended for people who:

- Have to present reports, proposals, etc. orally;
- Give instructions and communicate orally; and
- Explain, instruct or direct orally.

TRAINER PROFILE : Ms Nancy Ong Chen Gan

Qualifications:- MBA (Strathclyde, U.K.), Dip. In Banking (U.K.), TESOL (Australia).

EXPERIENCE

Nancy pursued her passion to teach after leaving her career in banking of 30 years. Seventeen years on and she has successfully conducted workshops and trained many people in trade financing and Business Communication. Nancy's passion for English business writing and communication stems from her career where her job had given her many opportunities to write and speak to many levels of management in planning, presenting and decision-making. Combining her proficiency in English and a clear understanding of the business environment, she is able to impart her skills and knowledge in business communication to others who care to improve themselves for their career advancement.

Using simple and proven techniques to deliver her workshops, she has received excellent ratings from the participants.



REGISTRATION FORM (HRD Corp CLAIMABLE)

Business English for Presentation

(HRD Corp Programme Number : 10001144852)

PARTICIPANTS' DETAILS

Participant 1 Full name as per I/C

Designation Contact Number

Email Address

Participant 2 Full name as per I/C

Designation Contact Number

Email Address

Participant 3 Full name as per I/C

Designation Contact Number

Email Address

ORGANISATION DETAILS

Organisation :

Contact Person : Mobile Number:

Address :

Email : Fax :



PAYMENT DETAILS : Cheque / Direct Credit

Bank & Cheque No.

Amount :

Please make payment to :

WANFAH PROSPER PLT

ACCOUNTS NUMBER : 3812930508

BANK : Public Bank Berhad

FEE PAYABLE PER PARTICIPANT for

REMOTE ONLINE TRAINING :

Normal Price : RM1,528

Early Bird (15 days before event) : RM1,400

Group Fee (>2 participants) : RM1,258

Fee includes course materials, lunch and 2 tea breaks per day.

Claiming HRDF Levy? YES / NO

Date : _____ (Pls check our website <https://wanfahprosper.com/latest-events/>)

Place : Remote Online (zoom)

Contact : Cik Nor / Puan Nasifah / Mr. Tan

Tel : +60355231819

WhatsApp : +60162634929

Email : sales@wanfahprosper.com

CANCELLATION / TRANSFER

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

DISCLAIMER

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.



Authorise Signatory

Organisation stamp

