Helping to Bridge Your Communication Skills

Learn English with US

SPECTRUM Language Centre

Fun : Exciting : Enjoyable
LEVEL 1: FOUNDATION

Course Objective
The objective of this course is to equip students with the following knowledge:

- comprehend and develop basic oral and written skills.
- skills with emphasis on talking, listening, pronunciation and vocabulary.

Learning Outcome
At the end of this course, you will be better able to:

- learn to understand and correctly use a wide range of grammatical structures
- learn to use punctuation correctly
- improve spelling and vocabulary skills
- read a variety of texts such as stories, newspapers, magazines and textbooks
- write stories, journals, essays, compositions and school newspaper articles

Programme Outline
1. Introduction to English Language
2. English Grammar & Vocabulary
3. English Pronunciations & Conversations
4. Essay Writing
5. Letter Writing

LEVEL 2: INTERMEDIATE

Course Objective
The objective of this course is to equip students with the following knowledge:

- how to share your thoughts, give presentations and speeches.
- provide a balanced approach to learning English through the development of all language skills (talking and listening and reading and writing) for real-life situations.
- provide thorough coverage of English grammar, punctuation, vocabulary and style in order to lay a foundation for writing workplace communication.

Learning Outcome
At the end of this course, you will be able to:

- develop oral communication skills for negotiation and persuasion, meetings, small talk, interviewing, presenting, and discussing case studies
- speak in groups, pairs, and one-on-one
- listen to newscasts, songs, interviews, films, and television programs
- learn techniques for improving pronunciation
- read business articles
- learn techniques for effective presentations
- practice listening strategies

Programme Outline
1. Business Presentation
2. Business Meetings Dialogs
3. Cross-Cultural Communications
4. Report, Memos, Business Plan Writing
5. Speed Reading & Data Analysis

DURATION
The programme duration is 3 months per level with a total of 42 hours of contact time and independent learning time of 120 hours

TUITION FEES
The programme fee is:

- LEVEL 1: RM 2000.00
- LEVEL 2: RM 2000.00
- LEVEL 3: RM 2000.00

CONTACT US:
No. 13-2, Jln OP ½, 1 Puchong Business Park, Puchong, Selangor, Malaysia.
Phone: 03-8075 0912 Fax: 03-8075 8912
Website: www.pbs.edu.my Email: info@pbs.edu.my