

English for Success

職業英語 證書課程

English for Success!

(職業英語證書課程)

Course outline

English for Success is designed for business professionals who need to improve their oral and written communication skills in a rapid and effective manner. The main focus of this course is to build on the business communication skills you have accumulated during your work life so as to advance your communication competency and succeed in today's business environment. Language areas such as grammar accuracy, vocabulary development and oral/written fluency skills will be fundamental features of this course.

課程資料

此課程專為在職學員而設，並透過加強工作上常用字庫、文法應用、應對技巧等等來提升學員日常工作運用英語上的聽、講、讀和寫的溝通能力。此課程共有三十一個學科可供選擇，當中十個為必修學科，另加十五個自選學科去配合學員本身工作性質。此課程選用彈性上課時間，學員能因應自己的工作時間表去定立一個個人化的進修計劃。完成整個課程後，學員將會獲發一張證書。

必修學科

- Introductions - when you meet someone for the first time
- Cultural Perspectives
- Presentation skills - Introducing your company & products
- Your workplace & workplace changes
- Professionalism/Ethics in the Workplace
- Developing small talk skills
- Business letters and emails
- Responding to complaint letters
- Successful business writing
- Writing a cover letter

自選學科

- CV's - Resume content
- Discussing everyday topics
- Successful Business - going into business?
- Negotiation (and use of idioms)
- Writing a Minutes of Meeting
- Company Notices - presenting information
- Leadership
- Talking about products/brands
- Idioms in conversation
- Expressing opinions
- A question about your weekend
- Talking about Hong Kong
- Social networking
- Superstitions
- Job description and job satisfaction
- Decision-making
- Current Affairs - Environmental
- Current Affairs - Social
- Current Affairs - Cultural
- Current Affairs - Economics
- Current Affairs - Educational

入學要求	: 完成中五課程
課程長度	: 共二十五堂；每堂一個半小時
學費	: HK\$4,900；另HK\$100報名費
課程特色	: 小班教學；彈性上課時間，學員可於六個月內修畢課程並取得證書

**“Increase your chances
for job promotion!”**

Act now!

School Registration No. 575909