



Intensive English Course (IEC) for Working Professionals

HRDF SBL Khas*



*Subject to HRDF Approval

Han Chiang
University College of Communication



WHY CHOOSE IEC @ HCUC

Communication is hard, and sweaty palms at business meetings are no fun.

Learn to communicate with ease and confidence at our Centre for Languages!

- ⊙ Experienced and caring lecturers with Teaching as a Second Language qualification
- ⊙ Fun and interactive classes
- ⊙ Tailor-made course on business communication
- ⊙ Write effective emails that get read
- ⊙ Learn how to speak so people will listen
- ⊙ Gain control of your nerves in public speaking
- ⊙ Use body language to exude confidence
- ⊙ Develop workplace communication skills
- ⊙ Enjoy the benefits of HRDF-claimable training



WORK YOUR ENGLISH SKILLS AS YOU USE ENGLISH AT WORK

- 🎯 Nervous about using English at work?
- 🎯 Tongue-tied at meetings even when you have ideas?
- 🎯 Writing emails that make your colleagues cringe?



ACHIEVE YOUR CAREER GOALS

Did you know that English fluency is associated with greater confidence, improved performance, and increased engagement in work? Research on participation of employees in language learning programmes finds this to be true.

Make that significant career move with us today. Spend five weeks for each level of IEC, with three hours per meeting and two meetings per week.

WHAT WILL YOU LEARN?

Intermediate Level:

- **Writing** - effective emails, structure of messages, summarising, proofreading
- **Speaking** - key features of great presentations, controlling anxiety, organisation of information
- **Soft skills** - the basics of communication, appropriate body language, voice (volume, pacing, pausing)

Advanced Level:

- **Writing** - formal vs informal language, minutes of meeting, business proposals, editing
- **Speaking** - meetings, roles, language of meetings, chairing meetings
- **Soft skills** - communication barriers, listening skills, elevator pitch

Intake periods:

March, August and November

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