

**CLASS STARTS
IN OCTOBER
REGISTER
NOW!**

STRENGTHENING LIFELONG EDUCATION

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UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(UTMSPACE)

SPECIALIST DIPLOMA *in* BUSINESS ENGLISH

This course is designed for executives, officers, clerical staff, and others who wish to upgrade themselves towards a better career path.

DURATION
Weekend classes
1 Module per month

MODULES OFFERED

Among others:

- Essentials of Business Communication
- Effective Oral Presentation Skills
- Reading for Professional Purposes
- Technical Report Writing
- Executive Grammar
- Proof Reading Skills
- Writing for Media
- Effective Business Writing
- English for Marketing and Advertising
- Speech Training
- Online Media Communication
- Business Etiquette and Professionalism



COURSE FEE
RM 7 000 per pax

ENTRY REQUIREMENT

- A pass in SPM or equivalent
- A minimum of 5 years working experience

VENUE

- UTM Johor Bahru
- UTM International Campus, Kuala Lumpur
- UTMSPACE Learning Centre, Penang

For more information please contact:

Ms Shahlilawati binti Wahid
Skudai, Johor Bahru
Hotline : 607-521 5322 / 553 7576
Fax : 607-521 6859

Ms. Hamidah binti Abdul Hamid
International Campus, Kuala Lumpur
Hotline : 603-2615 4143
Fax : 603-2698 4424



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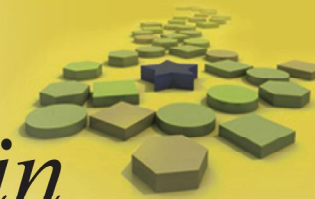


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PROFESSIONAL CERTIFICATE *in* EFFECTIVE ENGLISH COMMUNICATION SKILLS AT THE WORKPLACE



How you communicate reveals a great deal about you and your organisation. This Professional Certificate Programme is designed for you to further develop your communication skills -- write more effectively, speak more confidently, and interact with others professionally.



WHO SHOULD ATTEND?

Working adults (private and public sectors), recent graduates, school leavers and the public.

MODULES OFFERED

- Interpersonal Communication
- Effective Oral Presentation Skills
- Reading for Professional Purposes
- Proof Reading Skills
- Technical Report Writing
- Business Writing Skills

DURATION

4 - 6 months
Evening or
Weekend classes

VENUE

- UTM Johor Bahru
- UTM International Campus, Kuala Lumpur
- UTMSPACE Learning Centre, Penang

COURSE FEE

RM 3 500 per pax



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Fax : 603-2698 4424

* We also offer other English language courses which could be tailor-made to suit your own needs and requirements.

For further enquiries please contact:
Ms. Rozafarina binti Abdul Rahman
Manager
English Language and Preparatory Programme Unit
UTMSPACE Johor Bahru

Tel : 607-5216860 / 607-5215322 Fax : 607-5216859
Email : rozafarina@utmspace.edu.my