

## OBJECTIVE

At the end of this programme, participants will be able to converse in English confidently in workplace context

## CONTENTS

- Asking for and Giving Information
- Dictionary Skills
- Pronunciation Activities
- Making Small Talk
- Telephone Conversations
- Verbal, Non-Verbal and Body Language
- Effective Speaking Skills

## TARGET GROUPS

- Officers Grade 19 – 40 in the JPPH Malaysia
- Officers Grade 1 – 18 in the JPPH Malaysia

## METHODOLOGIES

- Lecture
- Role Play
- Group Exercise
- Video

# SPEAK ENGLISH CONFIDENTLY

## DATE

10 - 13 February 2020

## CLOSING DATE

27 January 2020

## VENUE

National Institute of Valuation (INSPEN)



National Institute of Valuation (INSPEN)  
Valuation and Property Services Department  
Ministry of Finance Malaysia,  
Persiaran INSPEN  
43000 Kajang, Selangor  
No. Telefon : 03-89118800 / 8888  
No. Fax : 03 - 89258100 (Director Office) /  
03-89223891 / 03-89257219 (Training)



*Building A Learning Organisation*

## DURATION

- 4 Days

## REGISTRATION FEE

- RM 25.00

## CERTIFICATE

- Certificate will only be issued to participants who fulfill attendance 100%

## APPLICATION

Application for this programme must be made through the head of the respective department via on-line through the website <http://www.inspen.gov.my> or <http://myapps.inspen.gov.my/spml/portalApp/loginForm.jsp>

## ENQUIRIES

Enquiries may be made direct to INSPEN at 03-8911 8800 or fax 03-8925 7219 or email to the following officer / staff:

- Mrs. Ruzita binti Abdullah  
Ext. 1169 / email : [ruzita@inspen.gov.my](mailto:ruzita@inspen.gov.my)
- Mrs. Hidayati Sima binti Ismail  
Ext. 1210 / email : [hidayati@inspen.gov.my](mailto:hidayati@inspen.gov.my)
- Mrs. Azmaliza binti Idrus  
Ext. 1215 / email : [azmaliza@inspen.gov.my](mailto:azmaliza@inspen.gov.my)