



PROGRAMME OBJECTIVES:

On successful completion of this course, trainers will be able to:

1. Raise awareness of the trainees new language points and vocabulary.
2. Understanding of Basic English.
3. Identify how to reading passages, reading comprehension abilities.
4. Determine the importance of basic English by Exercise.
5. The definition of The main elements of basic English:
 - skills of constructing sentences
 - main items of sentence.
6. Recognize the importance of Subject and subjective pronouns
7. Clarify how to talk at work and reads and writes and Listen.
8. Understanding how to deal trainees through meetings and interaction with people at work.
9. Identify how to structures of each tense and how it use them.

TARGET TRAINEES:

Members and staff in various areas of (legal and administrative accountant All disciplines)
 All individuals who wish to develop communication skills

CONTENTS:

1. Presentation.
2. Practice.
3. Skills word (listening, reading, speaking and pronunciation).
4. Vocabulary.
5. Everyday English.
6. Grammar Summary.
7. Meeting People.
8. The world of Work.
9. Differentiated Word.
10. City and Country adjectives.
11. Life's an adventure.
12. Describing feelings at work.
13. Reading & Speaking & Listening.

CERTIFICATE: To receive a 'Completion Certificate' trainers must demonstrate competency in each assessment.

DURATION: 40 hours

FEES: BD. 800