



Effective Communication @ IPM Certificate Course in BUSINESS ENGLISH

OBJECTIVE

Begin to believe in yourself by boosting your confidence to communicate effectively in the world of business! **'Communications'** would entail: Active **Listening, Reading** with comprehension, Vocabulary enrichment, articulating your thoughts effectively when **Writing** and/or **Speaking** either on an one-on-one basis or to a wider audience, using verbal, vocal skills towards enhancing 'Speaker-Presence', including appropriate gestures and other non-verbal skills. Effective Business 'Presentation Skills' too is germane to aforementioned objectives.

TAILOR MADE FOR

Managers, Executives, Secretaries and School Leavers who want to enhance their proficiency in the whole gamut of 'Effective Communications' - absolutely essential in today's business climate.

COURSE MODULES

Reading with understanding / giving 'life' to your words / Eye Contact with audience

Active Listening - for information, interpretation, evaluation & analysis

Learning to be 'Word hungry' & recall as appropriate

One-Word Enhancement when speaking up with sense

To Speak in Public with confidence & without Fear

Effective Presentation Skills

Rules of Grammar & Punctuation made easy

Watch your Spelling - How reading helps

Planning before Writing

Writing Board Minutes

Report Writing Skills

Get those Memos, E-mails right!

Writing & responding to Business letters

Handling Group discussions

RESOURCE PERSON:

DYAN A. SENEVIRATNE, of SPEAK-UP UNLIMITED
Web Address: www.speakupunlimited.com

DURATION : 04 Months

LIFE LONG INVESTMENT : Rs.30, 000/- + VAT

VENUE : HR House

No.43, Vijaya Kumaranathunga Mw,
Narahenpita, Colombo 05.

	CLASS DAY	COMMENCEMENT
Batch 1	Tuesdays & Thursdays @ 5.30 pm to 8.30 pm	26th August 2008
Batch 2	Mondays & Wednesdays @ 9.00 am to 12.00 noon	1st September 2008

FOR ENROLMENT :

Please contact **Rohi** on **4511138** for more information.



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Sri Lanka

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(IPM is Affiliated to the Asia Pacific Federation of Human Resource Management and the World Federation of Personnel Management Associations and is the Past President of the APF HRM and a Former Board Member of the WFPMA).