



**UiTM**  
Merbok, Kedah



**FMM Institute**  
Kedah/Perlis Branch

**100% SBL Scheme**  
**Register Now!**

## **UiTM-FMM INDUSTRIAL ENGLISH**

### **“INTERMEDIATE ENGLISH”**

*28 hours (9 days @ 3 hours/day)*

▸ **2.00 pm – 5.00 pm\*** ▸ **5 Jan – 2 Mar 2013, Every Sat** ▸ **FMM Institute, Sungai Petani**  
*(\* subject to change)*

#### **INTRODUCTION:**

This course is designed for participants to increase their proficiency level in English to intermediate level. Emphasis is placed on Grammar, Reading, Writing, Listening and Speaking. By integrating of all these language skills, participants will be able to communicate effectively, fluently and confidently in various communicative situations

#### **TARGET GROUP:**

Professionals and everyone who would like to enhance their English language proficiency for work performance improvement.

#### **OBJECTIVES:**

By the end of the course, participants should be able to:

- Write grammatically correct essays.
- Listen and comprehend spoken texts.
- Speak effectively, fluently and confidently in various situations.
- Read and comprehend a variety of texts.

#### **COURSE OUTLINE:**

##### 1. Grammar

- Parts of speech:
- Verb Tenses: Present, Past, Continuous

##### 2. Reading

- Identifying topic sentences, main ideas and supporting details
- Scanning
- Skimming
- Inferring meaning from textual clues
- Responding to Wh-questions
- Drawing conclusions
- Executing information transfer (linear and graphic)

##### 3. Writing

- Brainstorming / Developing main ideas
- Organising ideas / Outlining
- Writing cohesive sentences
- Writing thesis statements
- Writing topic sentences and supporting details
- Writing the introductions, body and conclusions of expository essays

##### 4. Speaking

- Presenting orally ideas derived from selected texts, reports and talks
- Participating in sketches
- Participating in and contributing to group discussions/forum

#### **SCHEDULE:**

Date	Hours
5-Jan-2013	4
12-Jan-2013	3
19-Jan-2013	3
26-Jan-2013	3
2-Feb-2013	3
9-Feb-2013	3
16-Feb-2013	3
23-Feb-2013	3
2-Mar-2013	3

#### **LEAD TRAINER:**

**Prof Madya Alauyah Johari** is currently an Associate Professor at Universiti Teknologi Mara (UiTM) Kedah. Her field of expertise ranges from teaching Presentation skills, Report Writing, Interview, Meeting and Speaking. She has been in the academic environment since 1988 with more than 20 years experience of teaching various college English courses. She was also the Coordinator in the Language Department for 10 years and chaired the committees for Academic Mission, Time Table and Quality. Other than that, she has conducted various English courses with a number of government and private agencies including the Tourism Department and PLUS (Perbadanan Lebuhraya Utara Selatan).

Her training is geared towards accelerated learning with emphasis on involvement, interaction, and hands-on techniques to ensure the courses meet participants' desired objectives. She is also able to combine soft skills concepts with real life requirements for those on the job. She strives to conduct innovative and results driven workshops to bring positive changes to individuals and their performance.

**Administrative Details**

Date : 5 Jan – 2 Mar 2013 (Every Sat)  
Venue : FMM Institute, Sungai Petani

Time : 2.00 pm – 5.00 pm  
Fees : RM480.00 (Members); RM560.00 (Non-Members)  
*All fees are inclusive of course materials. NO lunch and refreshments will be provided.*

Attendance is by prior registration only. Registration form must be completed and returned to FMM Institute by **31 Dec 2012** with correct payment by cheque made in favour of 'FMM INSTITUTE' and crossed "Account Payee Only". Payment by cash is acceptable during the day of registration. **Registration is on first-come-first-served basis.** For enquiries: Contact Meeza/ Ifa at 04-4216876/ 04-7343110/011 or email [fmmkedahperlis@fmm.org.my](mailto:fmmkedahperlis@fmm.org.my)

**CANCELLATION MUST BE IN WRITING TO FMM.**

*There will be no refund for cancellation within 3 days prior to the program. 50% refund for cancellation between 4 - 5 days and full refund for cancellation 6 days prior to the program. No additional cost for replacement.*

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**REGISTRATION FORM**

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To : FMM Institute (Attn: Meeza) Fax: 04-7344057

**Please register the following participants:**

- 1. Name & Designation : \_\_\_\_\_
- 2. Name & Designation : \_\_\_\_\_
- 3. Name & Designation : \_\_\_\_\_
- 4. Name & Designation : \_\_\_\_\_

(Please attach separate list if space is insufficient)

**Submitted by**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Company : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_

Address : \_\_\_\_\_

Email : \_\_\_\_\_

Membership No. : \_\_\_\_\_