



G R A M M A R M E A N S B U S I N E S S

w i t h D r . A l i s t a i r K i n g



ALISTAIR KING SDN BHD (254304 D)

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Grammar Means Business

Trainer: Dr. Alistair King
Duration: 2 days

Who should attend?

This course is intended for people who have to perform at work in the English Language. Typically the participants will be managers, executives or supervisors who have to write reports, letters and memos and take part in meetings, discussions and presentations in English. They will have a relatively good command of business and professional vocabulary, but their command of English grammar will inhibit their communication, compromise their credibility and, in some cases, even lose clients.

What will they learn?

They will be taught systematically a set of important grammatical features of the English language. They will be shown how these features are relevant to their daily working life. When possible, authentic texts from participants' own work will be used.

How will they learn?

Grammatical features will be introduced thematically, with examples and case studies relating to topics of general interest, as well as to work-specific topics. Participants will be encouraged to bring to the course authentic samples of their work and problems which they have encountered in their professional communication. Thus, an important aspect of this course, namely, participants' identification with the training, will be promoted. In addition, excerpts from newspapers and business magazines will form part of the course materials. The training will involve course leader presentation, group work and participant presentation.

COURSE LEADER:

Dr Alistair King (*Credentials are enclosed*)

TIME:

9:00am to 5:00pm

***** This Course is PSMB / HRDF Claimable ***** (Under SBL Scheme)



COURSE OUTLINE
Grammar Means Business
 2 Days

DAY ONE

9:00 am	<u>Parts of Speech</u> Thinking derivatively: Nouns – Verbs – Adjectives – Adverbs How to use them all!
10:30 am	BREAK
10:45 am	<u>Nouns and pronouns</u> <ul style="list-style-type: none"> • Identifying people and things: <u>nouns</u> (<i>countable / uncountable; singular / plural; collectives; gerunds</i>) • Referring to people and things without mentioning them: <u>pronouns</u> (<i>personal; possessive; reflexive; relative</i>) • Identifying what you are referring to: <u>determiners</u> (<i>the or a(n): that, these, those</i>)
1:00 pm	LUNCH
2:00 pm	<u>Describing and Qualifying: Adjectives and Adverbs</u> Describing things: <ul style="list-style-type: none"> • <u>Adjectives</u> (<i>classifiers; qualifiers; comparatives; superlatives; -ing; -ed</i>) • Modifying using nouns • Expressing quantity Giving information about manner: <u>Adverbs</u> <ul style="list-style-type: none"> <li style="width: 33%;">• adverb forms <li style="width: 33%;">• comparative adverbs <li style="width: 33%;">• superlative adverbs
3:30 pm	BREAK
3:45 pm	<u>Presentation Time</u>
5:00 pm	END OF DAY ONE

DAY TWO

9:00 am	<u>Verbs:</u> Different types of <u>verb</u> : <ul style="list-style-type: none"> • Transitive (<i>which take an object</i>) • Intransitive (<i>which do not take an object</i>) • The Active vs the Passive (<i>focusing on the “agent” or the “patient”</i>) • Phrasal verbs (<i>where the meaning is changed by the use of prepositions</i>) • Compound verbs (<i>which consist of two words</i>) <u>Modal Verbs:</u> Using <u>modals</u> to indicate: <ul style="list-style-type: none"> <li style="width: 33%;">• possibility <li style="width: 33%;">• ability <li style="width: 33%;">• likelihood <li style="width: 33%;">• permission <li style="width: 33%;">• unacceptability
10:30 am	BREAK
10:45 am	<u>Expressing Time</u> The Present • simple present • present continuous The Past • simple past • past continuous • past perfect The Future • using “will” • other ways of expressing future
1:00 pm	LUNCH
2:00 pm	<u>Combining messages - Combining clauses</u> <u>Adverbial clauses</u> time; condition; purpose; reason; result <u>Relative clauses:</u> defining; non-defining
3:30 pm	BREAK
3:45 pm	<u>Presentation Time</u>
5:00 pm	END OF PROGRAMME

Biographical Note

**DR. ALISTAIR KING**

Dr Alistair King, who heads a team of highly qualified and experienced consultants, has had more than twenty-five years experience in education and training in several European, African and Asian countries. He has held university posts both in his home country, the United Kingdom, and in Malaysia. In addition, he has been a correspondent for International News Services, reporting on issues in Eastern Europe and the Middle East.

Since the mid-1990s, he has been involved in developing all levels of staff of Banks, Corporate Organisations, Manufacturing Companies and Government Departments. His extensive current client list includes many of the top performers in the corporate world, both in Malaysia and in other Asian and African countries. Under a World Bank sponsorship, he has been involved in Human Resource consultancy with the Government of East Timor since the birth of that nation in May, 2002. Under a European Union-funded Human Resource Development project, he is the Communication Skills Consultant to the ASEAN Secretariat in Jakarta. He has recently been appointed to the Industry Advisory Panel of Universiti Teknologi Petronas, where he has particular responsibility for ensuring that the university's Humanities Department Programmes meet the requirements of corporate world.

His international current client list reflects his vast spectrum of experience in many sectors: Government departments, Oil and Gas, Construction, Manufacturing, Banking and Finance, Broadcasting, Hospitality.

He has taken part in a variety of international conferences, including in the role of Keynote Speaker.

His training philosophy is founded on a deep conviction of the worth of the individual and the potential for the individual to improve him / herself. His own educational background is testimony to this philosophy.

He holds four university degrees, including M.Sc. in Applied Linguistics and Ph.D. in Human Resource Management. He is a certified Vocational Aptitudes Assessor and Psychometric Tester with the British Department of Employment.

His recent publications in Malaysia include:

- ***Effective Business Letter-Writing***
- ***Basic Business Conversations***
- ***Sudah, Telah and the English Perfect: A pedagogical description of "tense" in Malay***

COURSE TITLE: **Grammar means Business**

COURSE LEADER: **Dr. Alistair King**

TIME: **9:00am to 5:00pm**

FEE STRUCTURE PER PERSON (RM):

		Per Person (RM)
The Royale Bintang The Curve, PJ <input type="checkbox"/> 4 & 5 Apr 2012 (Wed & Thu)	1 – 2 Persons	1,500
JW Marriott Hotel, Kuala Lumpur <input type="checkbox"/> 6 & 7 Jun 2012 (Wed & Thu)	3 Persons or more <i>(10% Discount)</i>	1,350

**This Course is PSMB / HRDF Claimable (SBL Scheme)
Ministry of Finance Registration No. 357-02085885**



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Registration Form

Organization: _____

Address: _____

Contact Person: _____ Designation: _____

Tel: _____ Fax: _____

Email: _____

Participant's Name: _____ Designation: _____

- Payment on course date
 Cheque will be sent
 Enclosed is cheque no. _____ For RM _____
- Payment by L.O.

Please make cheque Payable to "Alistair King Sdn Bhd"

Account Name: Alistair King Sdn Bhd Account Number: 1409-1335935-005

Bank: CIMB Bank Berhad Branch: Tmn Mutiara, KL.

Payment to be mailed to:

Alistair King Sdn Bhd.
4-1 Jalan Manis 1, Taman Segar, 56100 Kuala Lumpur.

- * Please contact us if you do not receive a Confirmation & Invoice (fax or mail) one week before the event.
* Registrants who cancel less than 3 business days prior to the course date are subject to a service charge equals to 30% of the course fee.