



# WORKING WITH ENGLISH

Beginner to Intermediate  
Conversational

## Beginner to Intermediate | Conversational

This course is designed for foreign and local workers who want to develop their conversational English skills at the workplace. Speaking, listening, reading and writing modalities are covered from beginning to end of the training program.

The 30-hour English conversational program is designed to prepare participants into the world of work using basic and simple vocabulary words, phrases and jargon in working environment.

Intensive dialogue drills and role-plays to reinforce previously learnt words, phrases and language at the workplace are part of the teaching methodologies from beginning to end of the course.

Participants will engage themselves in extensive dialogue drills using high frequency words, phrases, phrasal verbs and simple idioms learning in basic life skills.

Conversation drills set in a variety of everyday contexts such as giving and asking for simple directions, clarifying oral and written instructions as well as reading and interpreting food and medicine labels.

Job-related topics such as job interview, filling up simple forms, telephone manners, reading workplace signage and announcement as well as interpreting and following health and safety measures are also part of the program.

Smartboard interactive games and drills are intertwined in each lesson keeping the participants engaged while learning the rudiments of basic social and workplace conversations in English.

# Program outline

## REVIEW OF ENGLISH ALPHABET

[ 3 hours of Reading and Writing ]

- Reading 26 letters of the alphabet
- Vowels and consonants
- Nouns and verbs
- Pronouns and adjectives

## REVIEW OF NUMERACY

[ 2 hours of Reading and Writing ]

- Review of Numbers
- Writing of Numbers
- Review of simple addition and subtraction

## INTRODUCTIONS, GREETINGS AND POLITE EXPRESSIONS

[ 5 hours ]

- Introductions, greetings and polite expressions
- Using appropriate language in appropriate social context
- Responding to personal questions
- Conversing about personal interests and information
- Filling up a simple personal information form



# Program outline

## **LIFE SKILLS**

[ 10 hours ]

- Requesting and asking for information & clarification
- Asking for and giving directions in places or buildings
- Learning the different modes of transportation and fares
- Telling time and days of the week and months of the year
- Reading and interpreting maps, road and traffic signage
- Reading and interpreting newspaper announcements and advertisements
- Reading and interpreting food and medicine labels

## **WORKPLACE SKILLS**

[ 10 hours ]

- Using appropriate language in asking for information and clarifying instructions
- Using the phone effectively
- Using appropriate language in making requests
- Responding and following oral instructions
- Reading and interpreting written workplace announcements and notices
- Reading and interpreting telephone messages
- Reading and interpreting workplace health and safety measures information
- Reading and interpreting tables, diagrams and charts in the workplace
- Reading, writing & using SMS and or text messages for communications
- Interpret workplace related vocabulary words
- Communicating work-related information orally



## Teaching Methodologies

- Smartboard drills and games
- Dialogue Drills
- Round-robin
- Role play/Scenario
- Think Pair Share
- Self-reflection
- Gallery Walk
- Confetti Strips
- Realia





## WHY CHOOSE CBLD?

- **Experts** & Industry practitioner to conduct training
- **Structured** training & job aids to maximize learning retention and transfer
- **Flexibility** in scheduling of classes for corporate clients
- Training to be conducted by **WPLN Certified Trainers**
- **Contextualized** for different industries
- **Utilization** of interactive & engaging training methodologies & technological platforms (e.g. using interactive products from SMART® Technology & eBeam from Luidia®)



**Head Office & East Campus:**

140 Paya Lebar Road, #06-05/06  
AZ @ Paya Lebar, Singapore 409015  
Tel: 6339 9272 • Fax: 6222 2370

**Central Campus:**

Blk 261 Waterloo Street, #04-36  
Waterloo Centre, Singapore 180261  
Tel: 6285 3669 • Fax: 6285 9515

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**visit:**

[www.cbld-center.com](http://www.cbld-center.com)

**email us:**

[enquiries@cbld-center.com](mailto:enquiries@cbld-center.com)

