



Language  
Centres

STUDY ENGLISH • EXPLORE • SUCCEED

# ELS EXECUTIVE ENGLISH PROGRAMMES

*Succeed In Your Professional Career With ELS*

# LEARN ENGLISH WITH ELS AND ENHANCE YOUR CAREER GROWTH



## A RANGE OF ENGLISH STUDY PROGRAMMES DESIGNED FOR MOTIVATED EXECUTIVES

ELS has a long – established reputation internationally for excellence in English language instruction. In addition, the ELS Executive Programmes are registered with the Ministry of Human Resources and are HRDF claimable.

ELS offers a number of unique options to help you learn English and achieve the professional growth you desire. Every programme is designed to help you gain the skills and confidence you need to be successful.

## ENGLISH TRAINING THAT MEETS YOUR NEEDS

The ELS Executive English Programmes are designed by our Academic Planning and Training Unit (APTU) to meet the rigorous standards set by industries and corporations. Course materials are carefully sourced to ensure quality in our delivery and learning retention among our participants. For English for Specific Purposes programmes, custom English lessons and resources can be developed specifically based upon your needs to make the best use of your time.

## LEARN ENGLISH, ANYWHERE, ANYTIME



With your mobile devices, ELS extends its quality English language training beyond the classroom and into your hands. Packaged in our training solutions are specialised English materials prescribed through an online learning portal that can be accessed by participants.

This solution gives participants the flexibility to develop their English language in their own time and the portal allows companies to monitor as well as encourage continuous and collaborative learning among the participants.

### ■ Features of ELS' online learning:

- Dedicated learning environment online
- Live online coaches to support and guide your learning
- Rich language material with hundreds of hours of intensive learning
- Extensive grammar and vocabulary practice
- Intelligent performance tracking that records your progress

# EXECUTIVE ENGLISH WORKSHOP

This is a series of two-day workshops aimed at improving the specific English language skills that are vital to your profession. These workshops are available at selected ELS Language Centres or can also be conducted at the company's premises.

## POWERFUL PRESENTATIONS

What you will learn:

- Characteristics of an effective presenter
- Audience analysis and content organisation
- Managing nervousness
- Vocal delivery skills
- Visual delivery skills
- Using notes and visual aids
- Handling questions and answers

## GRAMMAR FOR EFFECTIVE BUSINESS CORRESPONDENCE

What you will learn:

- Grammar & sentence structure
- Punctuation
- Word usage and spelling
- Types and styles of business correspondence

## EFFECTIVE BUSINESS WRITING

What you will learn:

Various correspondence techniques and styles for:

- Letters
- Emails
- Memos
- Reports
- Proposals

# WORKPLACE ENGLISH PROGRAMME

Our Business Communication programme helps participants improve their business writing, speaking, listening and also reading skills through thematic workplace topics that are relevant to their needs.

### ■ Who Should Attend?

Professionals who need to improve their English language command in order to perform better in their jobs and to reach their full potential in their careers.

### ■ What you will learn:

This programme has been designed to develop participants' speaking skills in a business context. Participants will learn to use appropriate business language functions, speak in public, make presentations, participate at meetings and conduct telephone conversations and improve their social language skills. The writing module helps learners to improve their grammar, sentence structures, organisation of contents and to improve clarity and sharpen their writing style so that they can produce effective, well-organised business correspondence. Participants will learn how to write simple e-mails, memos, short business letters, reports, proposals, summaries and the minutes of meetings.



# ENGLISH FOR SPECIFIC PURPOSES

## CUSTOMISED INSTRUCTION FOR GROUPS, COMPANIES AND PROFESSIONAL ORGANISATIONS LEADS TO THE BEST RESULTS

This is an English language study programme that meets the needs and interests of an entire group of people who have a common language goal.

### Programmes Designed for Your Needs with the Greatest Results

A knowledgeable English instructor, in collaboration with ELS' Academic Planning and Training Unit (APTU) Department, will develop customised lessons to help develop the particular language skills needed for career advancement and enhanced on-the-job performance.



### It is Up to You!

The best part of Contract Training is its flexibility. You decide the programme's focus and goals. You select the starting date, the site, the duration of the course and its pace. You determine how participants will need to use their English after completing the course. ELS will design a programme that focuses on the specific language-learning goals of your group, company or organisation.

## INTERNATIONAL ACCREDITATION

ELS Malaysia is endorsed as a Quality Online & Offline Provider, conferred by NEAS, the National ELT Accreditation Scheme from Australia. The NEAS endorsement is a reassurance that ELS has taken the right approach in running its English Programmes.



## LIST OF COMPANIES THAT HAVE TRAINED WITH US

- AirAsia
- AmBank (M) Berhad
- Bangkok Bank
- BASF Asia Pacific Service Centre
- Bolton Berhad
- Boustead
- Capitaland
- Continental Tyre PJ Malaysia
- Danajamin
- Petronas Philharmonic Hall
- EON Bank
- Estée Lauder Companies
- F&N
- Felda Iffco Sdn Bhd
- Fonterra Brands
- FSTEP (Bank Negara)
- Gurney Plaza
- Honda Malaysia Sdn Bhd
- HSBC
- INSTEP (Petronas)
- Kementerian Perdagangan Dalam Negeri, Koperasi dan Kepenggunaan (KPDNKK)
- Just Ventures (YTL)
- Khazanah Nasional Berhad
- KWAP
- Macro Kiosk
- Malaysian Industrial Development Finance Berhad (MIDF)
- Mesiniaga
- Mitsubishi Electric Sales
- Monash University
- MQA
- OCBC Bank
- Pacific Mutual Fund Berhad
- Pantai Premier Pathology
- Pharmaniaga
- PIDM
- Proton Holdings Bhd
- PSMB
- RHB Trustees Berhad
- See Hoy Chan
- Sephora Malaysia
- SME Bank
- SSM (Companies Commission of Malaysia)
- Sunway Berhad
- Sunway Construction
- Sunway Integrated Properties
- Sunway Leadership Centre
- Symphony Corporatehouse
- TalentCorp
- Technip
- Telekom Malaysia
- Texas Instruments
- The Ministry of Economic Affairs, Malaysia
- Western Digital
- Zurich Insurance Malaysia

# ELS TRAINING PROGRAMMES OFFER ONE-OF-A-KIND ADVANTAGES

## EXCLUSIVE PROGRAMME ADVANTAGES



Your custom-designed English programme lessons begin only after ELS has gauged the purpose for which you plan to use your English.

ELS collects this information from your writing samples and Preliminary Survey Form which tallies your needs with the skill areas you most want to improve in. Based on this knowledge, ELS designs a course of study that suits your needs and helps you improve your English in the shortest time possible.

Each programme option offers highly-customised instruction specific to your individual needs. An Individual Report is available for you to share with your employer or sponsor as proof of your progress. This will be helpful in assessing your progress and assisting you in reaching your goals.

“ I quickly noticed that my tailored multi-faceted programme was carefully designed to address all topics I requested in order to improve my professional English proficiency. At the end of my two-week session, I strongly believe that I had made important improvements in my skills and confidence. ”

**Mohamed Hamdi**  
Sudan Petroleum Company, Sudan

“ ELS has provided our company with excellent training on Communicative English Programme. The course is designed to help our staff to improve their English language knowledge and develop their confidence level in communication skills so that they can perform better in their jobs. ”

**Ms. Sharrin Woo**  
Estee Lauder Companies, Malaysia

**1.75 BILLION** people worldwide speak English at a useful level (Harvard Business Review)

**84%** responded that they need to use English daily to do their job (Special Report by Global English Corp.)

**69%** said that English is required to get a promotion (Special Report by Global English Corp.)



+6011 3551 5873



facebook.com/elsmalaysia  
[www.els.edu.my](http://www.els.edu.my)

ELSI Sdn Bhd (198595-H)