



# ENGLISH FOR EXECUTIVE, EMAIL WRITING AND ETIQUETTE

## Objectives

- Practise writing styles that maintains readability and structure
- Undertake proof reading, editing and rewriting accurately and promptly
- Simplify technical jargon for a non-specialist
- Practise some of the concepts discussed
- Analyse existing mistakes and correct where necessary
- Recognise instances when grammatical rules may be broken

# Who Should Attend

Managers, Executives, Supervisors and anyone who needs to improve their written communication skills especially writing emails as part of the job specification

## Course Content

### Module 1 : Grammar

### Module 2 : Writing skills - Introduction

### Module 3 : Starting with the Sentence (1)

- Eliminate Unnecessary Words

### Module 4 : Starting with The Sentence (2)

- Short Words are Better
- Avoid Cliches, Misplaced Words

### Module 5 : Pitfalls of Business Writing

- Parallel Construction
- Avoiding Sexism
- Malaysian English

### Module 6 : Writing good business letter

- Structure and Style
- Basic layout
- How to begin a business letter
- Guideline for composing letters

## ADMINISTRATIVE DETAILS

Date	:	<b>June 1 - 2, 2023 (Thu-Fri)</b>
Time	:	<b>2 Days (9:00 am - 5:00 pm)</b>
Venue	:	<b>FMM Institute, Johor Branch No. 1 &amp; 3, Jalan Kencana Mas 1/1, Tebrau Business Park III, 81100 Johor Bahru, JOHOR</b>
Fees	:	<b>RM 1,007.00 (FMM Member) RM 1,113.00 (Non member)</b> The fee inclusive Service Tax at 6%
Closing Date	:	<b>May 18, 2023 (Thursday)</b>
SBL-Khas No.	:	<b>10001256467</b>
Training Provider	:	<b>FMM Institute Johor MYCOID: 475427W_JOHOR</b>

## Methodology

The training session will be conducted through lectures, discussion and case study.

Please fax or mail the registration form to:  
**sabrina@fmm.org.my (Ms. Sabrina) /  
jessica@fmm.org.my (Ms. Jessica)**  
Tel: 07 - 357 7613 Fax: 07 - 357 7618

*All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.*



## ENGLISH FOR EXECUTIVE, EMAIL WRITING AND ETIQUETTE

JUNE 1 - 2 , 2023 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)

**Ms. Sabrina/Ms. Jessica**

**Email : [sabrina@fmm.org.my](mailto:sabrina@fmm.org.my) / [jessica@fmm.org.my](mailto:jessica@fmm.org.my)**

**Tel: 07-357 7613 Fax: 07-357 7618**

Please tick accordingly:

Fees:  **FMM Member: RM 1,007.00/pax**  
(inclusive of 6% Service Tax)

**Non Member: RM 1,113.00/pax**  
(inclusive of 6% Service Tax)

Dear Madam,

Please register the following participant (s) for the above programme:

(To be completed in BLOCK LETTERS)

1. *Name	*Designation	*Email
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Nationality	*IC No.	*Mobile No.
-----	-----	-----
2. *Name	*Designation	*Email
-----	-----	-----
Nationality	*IC No.	*Mobile No.
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(if space is insufficient, please attach a separate list)

### Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the webinar. Cancellation received 7 – 14 working days before the start of the webinar is subject to a cancellation fee of 50% of the webinar fees. Cancellation received 6 working days and below before the start of the webinar is subject to a cancellation fee of 100% of the webinar fees. If the participant fails to attend the webinar or physical class less than 75% attendance, the full webinar fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

We will be claiming under SBL-KHAS Scheme and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

We will NOT BE CLAIMING under SBL-Khas Scheme. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No. 501280056601.

Submitted by:

Name	Designation	Email
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Tel	Fax	Mobile No.
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Company	Date	
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Address		
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Company Stamp & Signature