

Enhance Your Competitiveness

Get Prepared for Opportunities

JUL - DEC

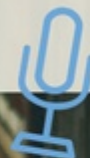
2017

Business English Courses

Powerful Presentation

Writing effective documents

Communicate with Confidence



PMP PROFESSIONAL TRAINING CENTRE

Units 1205-1208, 12/F, Cyberport 2, Pokfulam, HK.

Tel: (852)-34992404 Fax: (852)-24481162 Email: info@pmptrain.com

Business English Communication Courses (July - December 2017)



WRITTEN COMMUNICATION

COURSE : **LE933dv2017**

© Writing English Report

No of Lesson : 3 x three-hour

Fee : HK\$1050.00

Date : 9, 10, 11 Aug 2017

Time : 7:00 - 10:00 p.m.

Location : TBA

CONTENT

- Concise sentences and well organized paragraphs.
- Formats and templates of reports.
- Drafts of ideas, conclusions, recommendations, etc.
- Information representations (use of graphs, charts, etc.)
- Language and formality for commercial reports.

COURSE : **LE923v2017**

© English Written Communication

No of Lesson : 6 x three-hour

Fee : HK\$2,500.00

Date : 14, 15, 16, 21, 22, 23 Aug 2017

Time : 7:00 - 10:00 p.m.

Location : TBA

CONTENT

- Different kinds of discourse markers.
- Concepts of functional relationship and complex sentence constructions.
- Understanding of the focus and the topic; developing supports.
- Paragraphing, making conclusions, taking care of organizational patterns, clarity, cohesiveness, and conciseness.
- Format, tone, vocabulary usage, and grammar.

COURSE : **LE933bv2017**

© Writing Office Documents

No of Lesson : 3 x three-hour

Fee : HK\$1050.00

Date : 28, 29, 30 Aug 2017

Time : 7:00 - 10:00 p.m.

Location : TBA

CONTENT

- International Office Documents (memos, emails, notices)
- Format and structures.
- Grammar, language and tone, degree of certainty.
- Audience and purpose oriented writing.
- Introduction to more formal office documents (letters, minutes, agenda, etc.)

Business English Communication Courses (July - December 2017)

COURSE : **LE933cv2017**

© Writing Promotional Materials

No of Lesson : 3 x three-hour
Fee : HK\$1050.00
Date : 4, 5, 6 Sept 2017
Time : 7:00 - 10:00 p.m.
Location : TBA

CONTENT

- Construct eye-catching and persuasive header or slogan.
- Document layout (sentences, graphics and colours usage).
- Use of imperative, proactive, passive, and emphasis, sympathy, etc. Avoid weak language, create sense of need and urgency.
- Pros and cons analysis for sample materials.
- Evaluations and comments of students' work.



SPOKEN COMMUNICATION

COURSE : **LE902v2017**

© Spoken English by Daily Scenarios

No of Lesson : 10 x two-hour
Fee : HK\$4,000.00
Date : 17, 24, 31 Aug, 7, 14, 21, 28 Sept,
12, 19, 26 Oct 2017
Time : 7:30 - 9:30 p.m.
Location : TBA

CONTENT

- Daily communication phrases and responses.
- Conversations for daily social situations.
- English culture, social interactions, politeness, etc.
- Attitudes, business and casual formalities, tones, language.
- Pronunciation and fluency.
- Active listening.

COURSE : **LE912v2017**

© Business Spoken Communication

No of Lesson : 10 x two-hour
Fee : HK\$4,000.00
Date : 18, 25 Aug, 1, 8, 15, 22, 29 Sept,
6, 13, 20 Oct 2017
Time : 7:30 - 9:30 p.m.
Location : TBA

CONTENT

- Commercial and business related topics.
- Useful phrases and grammars.
- Telephoning, describing, giving opinions, suggesting, talking trends, making enquiries, small talks, etc.
- Formal and informal language; common used idioms and slang.
- Fluency and listening skill.

Business English Communication Courses (July - December 2017)



BUSINESS ENGLISH for SPECIFIC PURPOSE

COURSE : **LE904av2017**

© English for Meetings

No of Lesson : 5 x three-hour
Fee : HK\$2,300.00
Date : 11, 13, 18, 20, 25 Sept 2017
Time : 7:00 - 10:00 p.m.
Location : TBA

CONTENT

- General phrases for opening, closing, and chairing a meeting.
- Seeking opinions, clarifying, summing up, etc.
- Talking statistics, interrupting appropriately.
- Cultural concerns for meetings with mixed nationalities.
- Group activities, role-plays and evaluations.

COURSE : **LE904ev2017**

© Interviewing English

No of Lesson : 5 x three-hour
Fee : HK\$2,300.00
Date : 9, 11, 16, 18, 23 Oct 2017
Time : 7:00 - 10:00 p.m.
Location : TBA

CONTENT

- Interview preparations (CVs and cover letters writing , spirit tune-up, understanding of requirements of different job types, understanding different kinds of interviewers, etc.)
- Understanding selves, power of non-verbal communications.
- Possible questions and suitable responses in English.
- Practice on simulated interviews and evaluations.

COURSE : **LE904dv2017**

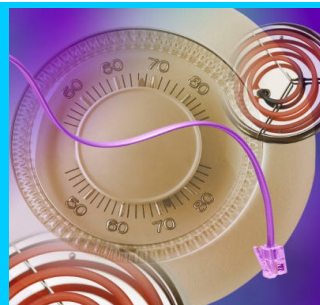
© Powerful Presentation in English

No of Lesson : 5 x three-hour
Fee : HK\$2,300.00
Date : 30 Oct, 1, 3, 6, 8 Nov 2017
Time : 7:00 - 10:00 p.m.
Location : TBA

CONTENT

- Scripts or notes preparation, logistic, mental preparation.
- Persuasive introduction, organization, and closing.
- Appropriate tone, volume, stress, pause, pace, and body gesture.
- Skills for answering and asking questions.
- Effective use of presentation tools.
- Handling interruptions and unexpected questions.
- Presentation practice, feedback, evaluations.

Business English Communication Courses (July - December 2017)



ENGLISH GRAMMAR

COURSE : **LE901v2017**

© Creative English Grammar (fundamental)

No of Lesson : 6 x two-hour
Fee : HK\$2,500.00
Date : 13, 16, 20, 23, 27, 30 Nov 2017
Time : 7:00 - 9:00 p.m.
Location : TBA

CONTENT

- Grammar foundation strengthening.
- Effective use of nouns, articles, adjectives, modals, etc.
- Correct verb tenses relating to precise meanings.
- Master the use of connectives and special structures.
- Common mistakes made by Hong Kong People.
- Variety of sentence structures and vocabulary.

COURSE : **LE911v2017**

© Progressive English Grammar (intermediate)

No of Lesson : 6 x two-hour
Fee : HK\$2,500.00
Date : 4, 7, 11, 14, 18, 21 Dec 2017
Time : 7:00 - 9:00 p.m.
Location : TBA

CONTENT

- Exceptional use of verbs, nouns, and other collocations, etc.
- Relationship of tense and time, tense and state of expressions; words formation; use of transitive and intransitive verbs.
- Effective use of prepositions, phrasal verbs, and other idioms.
- Types of sentences structures.

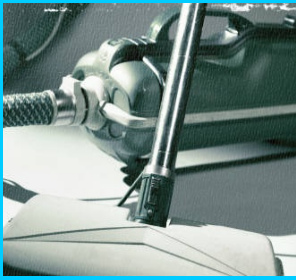
COURSE : **LE921v2017**

© Master Your English Grammar (advance)

No of Lesson : 6 x two-hour
Fee : HK\$2,500.00
Date : 5, 8, 12, 15, 19, 22 Dec 2017
Time : 7:00 - 9:00 p.m.
Location : TBA

CONTENT

- Practical usage of verbs, nouns, adjectives, modal, etc.
- Master with the tense, time, word structures, transitive and exceptional intransitive, exceptional rules, etc.
- Study of prepositions, phrasal verbs (separable and non-separable)
- Readable and logical sentences structure and paragraphs.
- Variety of special structures (reversion, sub-junction, reiteration, etc.)



PRONUNCIATION

COURSE : **LE905v2017**

© Pronunciation & IPA (class A)

No of Lesson : 4 x three-hour
Fee : HK\$1150.00
Date : 5, 12, 19, 26 Aug 2017
Time : 10:00 a.m. - 1:00 p.m.
Location : TBA

CONTENT

- Recognize the symbols and sound of IPA.
- Diphthongs, consonant clusters, vowel contrast, stress, etc.
- Blend sounds; formation of English words.
- Similar but different pronunciations.
- Spelling by listening syllables in words.

COURSE : **LE905v2017**

© Pronunciation & IPA (class B)

No of Lesson : 4 x three-hour
Fee : HK\$1150.00
Date : 9, 16, 23, 30 Sept 2017
Time : 10:00 a.m. - 1:00 p.m.
Location : TBA

CONTENT

- Recognize the symbols and sound of IPA.
- Diphthongs, consonant clusters, vowel contrast, stress, etc.
- Blend sounds; formation of English words.
- Similar but different pronunciations.
- Spelling by listening syllables in words.

COURSE : **LE905v2017**

© Pronunciation & IPA (class C)

No of Lesson : 4 x three-hour
Fee : HK\$1150.00
Date : 4, 11, 18, 25 Nov 2017
Time : 10:00 a.m. - 1:00 p.m.
Location : TBA

CONTENT

- Recognize the symbols and sound of IPA.
- Diphthongs, consonant clusters, vowel contrast, stress, etc.
- Blend sounds; formation of English words.
- Similar but different pronunciations.
- Spelling by listening syllables in words.

Business English Communication Courses (July - December 2017)

REGISTRATION FORM

Date 日期:

Applicant's Particulars 報名者資料:

Name (姓名): _____ (Eng 英) _____ (Chi 中) Sex (性別): M (男) F (女)

Email (電郵): _____ Date of Birth (出生日期): _____

Tel (電話): _____ Mobile (手電): _____ Fax (傳真): _____

Address (地址): _____

Occupation (職業/行業): _____ Position (職位): _____

Education Level (教育程度): University or above (大學或以上) Matriculate (大專)

Higher Sec (高中) Lower Sec (初中) Primary (小學)

I wish to apply for 本人欲報讀以下課程:

	Course Code: 課程編號	Course Title: 課程名稱	Commencement Date: 開課日期	Course Fee: 課程學費
1.				
2.				
3.				
4.				
			TOTAL:	

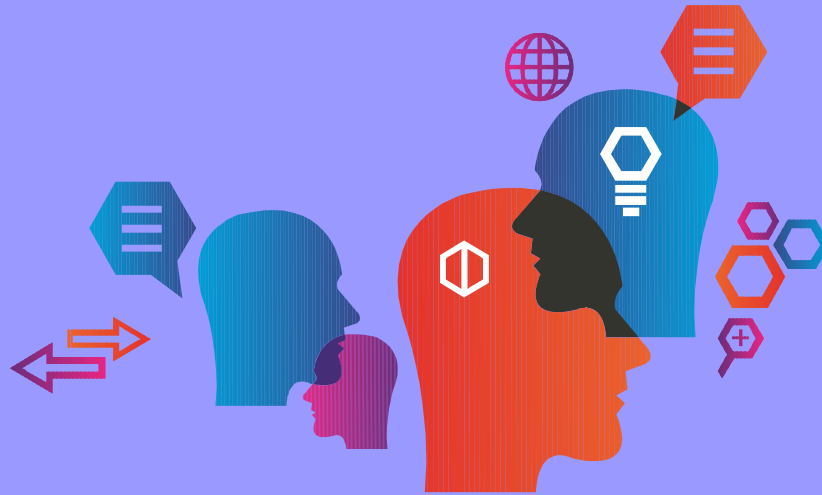
Payment made by (學費繳付): Cash (現金) Direct Deposit (直接存款)

Cheque (支票) # _____

Remarks:

1. If an applicant chooses to pay the course fee by cheque, a cheque made payable to "PMP Professional Training Centre" accompany with a copy of this registration form should be sent to our office address: **Units 1205-1208, 12/F, Cyberport 2, No.100 Cyberport Road, H.K.**
2. An applicant could also choose to deposit the course fee directly to **Bank of China account # 012-677-10020-120**. The deposit slip with this registration form should be mailed to our office address or faxed to fax no. 2448-1162 for seat reservation.
3. An applicant could also pay the course fee by cash or in person at our office. Please contact our representatives in advance. A copy of filled registration form should also be attached when an application is made.
4. A receipt and the course commencement notice will be issued to you in one or two days after your application is completed.

1. 報名者可選擇以支票形式繳付學費，支票以“**必備專業培訓中心**”作抬頭，連同本報名表格郵寄至我們辦公地址：**香港數碼港道 100 號數碼港二期 1205-1208 室**。
2. 報名者亦可以直接存款方式繳付學費，學費可存至**中國銀行戶口號碼 012-677-10020-120**，把存款單據連同你的報名表格傳真回我們 2448-1162，以便為你預留位置。
3. 報名者如選擇以現金繳付學費，可預約親臨我們的辦公地址，學費需連同本報名表格一併遞交，現金則切勿郵寄。
4. 收據及上課通知將於完成報名後 2 至 3 個工作天郵寄給你。



Making **Your** Success a **Reality**



PMP Professional Training Centre

Units 1205-1208, Cyberport 2, 100 Cyberport Road, HK | Tel: 34992404 | Fax: 24481162 | email: info@pmptrain.com

Website: www.pmptrain.com