

Circular No.: SCA/824/0718/AG

*SCAL Academy Course*

**61<sup>st</sup> intake - Level 1 - Basic Conversational English Course for Foreign Employees**

Organised by



**SCAL ACADEMY**

**FOR ORGANIZATION:**

This course is essentially tailored for foreign employees who are required to have a basic command of the English language for their work or for self-upgrading purposes.

**Teaching syllabus**

This five-week course will essentially cover the key areas listed below:

1. Basics of the English language (Basic spelling, composing basic questions and replies, increasing vocabulary bank for the purpose of work and daily interaction)
2. Understanding and using English at the work place (Understanding safety warnings, understanding basic work instructions and being able to reply in a basic manner, learning work terms such as tool names)
3. Using English in a personal setting (Navigation, asking for assistance and understanding basic conversations)

At the end of the course, an evaluation test will be given to assess candidates' proficiency in the basics of the English language.

**How will this benefit the organisation?**

- Reduce communication issues and misunderstandings
- More efficient work flow and increased productivity
- Better understanding of employees

**FOR WORKERS:**

**What will you learn in the five lessons?**

1. Basics of English language (Learning to spell simple words, write simple sentences)
2. introducing yourself in English
3. Using basic English at your work
4. Speaking with your friends in English and asking & answering questions

**ABOUT THE TRAINERS**

Michael is a motivated teaching professional with over 35 years of work experience in education and training addressing student needs and ensuring proper student development. He has a strong track record, spanning various language schools and educational institutes, where he has taught the English language to foreign students and working adults.

Matthew is the founder of Matt's Education and a full-time tutor, who specialises in teaching the English language and mathematics. Bringing with him more than seven years of tutoring experience, he is privileged to have helped students overcome their difficulties and push the boundaries in their quest for academic excellence and self-upgrading. Over the years, Matthew has taught many local and foreign students, comprising children and working adults. This has afforded him much valuable experience in tailoring lessons to meet the needs of each individual or group.

**COURSE DETAILS**

<b>VENUE: SCAL Academy @ 150 Neil Road/ Construction House @ Bukit Merah</b>							
	Time	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018
<b>Sunday Class</b>	<b>1.00pm - 4.00pm</b>		26 Aug, 2, 9, 16 & 23 Sep 2018 <b>Bukit Merah</b>			4, 11, 18, 25 Nov & 2 Dec 2018 <b>Bukit Merah</b>	
<b>Weekdays Evening Class</b>	<b>6.30pm - 9.30pm</b>	23 – 27 Jul 2018	27 – 31 Aug 2018	24 – 28 Sep 2018	22 – 26 Oct 2018	26 – 30 Nov 2018	17 – 21 Dec 2018

Venue:

**Construction House @ 1 Bukit Merah Lane 2 Singapore 159760 | SCAL Academy @ 150 Neil Road, Singapore 088879**

**Course Fees: \$180 per participant**

*(Inclusive of course materials and 7% GST)*

# Registration Form

Please fill in print or type clearly on form below, & return your completed form details with payment to  
(Form may be copied for additional participants)



SCAL Academy  
150 Neil Road, Singapore 088879



Fax: 6793 4401



Tel: 6793 9020



[ange@scal.com.sg](mailto:ange@scal.com.sg)/[yensze@scal.com.sg](mailto:yensze@scal.com.sg)

☞ Attn: Ms Ange/ Ms Yen Sze

## "Level 1 - Basic Conversational English Course For Foreign Employees"

**Date (Please indicate your preferred date based on the above schedule):**

**Time: Sunday Class: 1pm – 4pm | Weekdays Evening Class: 6.30pm – 9.30pm**

**Venue: Construction House @ 1 Bukit Merah Lane 2 Singapore 159760 or  
SCAL Academy @ 150 Neil Road, Singapore 088879**

Please register the following person(s) for the above preview:

Name: \_\_\_\_\_ NRIC/FIN No: \_\_\_\_\_ Designation: \_\_\_\_\_

Name: \_\_\_\_\_ NRIC/FIN No: \_\_\_\_\_ Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Company Reg No (ROC No): \_\_\_\_\_

Address of Company: \_\_\_\_\_ (S) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: (Office) \_\_\_\_\_ (HP) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Enclosed is a crossed cheque no: \_\_\_\_\_ for S\$ \_\_\_\_\_ (Cheque should be crossed, marked "account payee only",  
made payable to **SCAL Academy Pte Ltd**) being registration fee for \_\_\_\_\_ person(s).

Fees per participant (please tick  accordingly):

- SCAL Associate/Ordinary/SLOTS Member **\$ 180**  
 None of the Above **\$ 180**

\*Inclusive of: Course materials and 7% GST

### Agreement & Disclaimers:

By registering for the above preview, I hereby affirm that I understand & abide to the following:

- Please note that this course is not applicable for SLOTS membership Renewal.
- Seats are limited, registration is on a first-come-first served basis, upon receipt of registration form, unless notified otherwise.
- Walk-in participants will only admitted on the basis of availability & full payment before attending the preview.
- A **Confirmation Letter** will be sent to me via either fax or e-mail. If I do not hear from SCAL Academy 03 days before commencement of preview, I will contact SCAL Academy on Tel: **6793 9020**.
- The full registration fee is payable one week before the course start.
- A notice of replacement / postponement together with the full particulars of the new participant (for replacement) must be given to us at least 3 working days before workshop commencement. A charge of S\$50 (replacement) or S\$100 (postponement) will be imposed on such changes.
- A notice of cancellation must be given at least 3 working days before commencement of the workshop and 50% of workshop fee will be charged / returned. If notice is given less than 3 working days before the first day of the workshop, full fees will be charged and there will be no refund.
- "No-show" will not be given a refund nor credit towards a later program (unless there is a documented medical emergency).
- Trainer, topic & venue are correct at the time of printing. SCAL Academy Pte Ltd reserves the right to substitute speaker, cancel or change the content, venue & timing of the preview for reasons beyond its control.

\_\_\_\_\_  
Name/Authorized Signature/Designation

\_\_\_\_\_  
Company Stamp (if applicable)

\_\_\_\_\_  
Date