



English for Business (Level 1)

Course Aims & Objectives

The aim of the examination is to test basic understanding of written language and its use in brief office communication.

A successful candidate will have demonstrated the ability to write briefly and intelligibly, the basic forms of office correspondence, and the ability to understand and used them along with the most usual forms of information display.

The examination will consist of 4 sections:-

- Composing a simple business letter or memo, of between 150 to 200 words.
- A prose passage of about 300 words for comprehension.
- A 'read and think' comprehension task, requiring only short answers.
- A 'read and write' reformulation task, using data to complete forms or diagram.

LCCI Level 1 Certificate will be issue to candidate after passing the required examination.

Duration & Instruction Hours:

This certificate requires total 36 instruction hours. (Total 12 lessons for 3 hours/lesson)

Please check the planned lessons schedule with our course consultant before enrolling to this program.

Fees:

S\$ 360/- (For Both Part & Full-time)

S\$ 72/- (After Grant)

SDF grant up to 80% is available for those who qualify.

Please call our course consultant for eligibility details.