

### Course Aims & Objectives

The aim of the examination is to test a high level ability to understand and write the general and special varieties of English used in Business, and the ability to use appropriate formats.

### The examination will consist of 4 tasks:-

- The composition of a letter
- Writing an internal report based on the raw data given in the forms of graphs, notes, press cutting, charts, table etc.
- A reading task consisting of a text followed by comprehension questions.
- A conversion task involving the reformulation of a message (e.g. produce a memo from a fax, summarised a phone call, etc). This task may have more than one part.

**LCCI Level 3 Certificate will be issued to candidate after passing the required examination.**

### Duration & Instruction Hours:

This certificate requires total 102 instruction hours. (Total 34 lessons for 3 hours/lesson)

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

### Fees:

**S\$ 1020/- (For Both Part & Full-time)**

**S\$ 204/- (After Grant)**

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

**Please call our course consultant for eligibility details.**