

S/N	Activities Details	Duration	Closing Date for Registration	Venue
1	<p>Technical Report Writing & Presentation</p> <p>This course is developed to enable learners to acquire knowledge and skills where step-by-step guide to document and communicate their message across with clarity and confidence.</p> <p>A Certificate of Proficiency will be awarded to trainees upon completing and passing the test. Otherwise, a Certificate of Participation will be issued to those who attained a minimum attendance of 75%.</p> <p>A work assignment and presentation are conducted at the end of the course.</p>	<p>Dates: 21 Jun 2019 & 28 Jun 2019</p> <p>Time: 9:00am to 5:00pm</p>	31 May 2019	ELITC
2	<p>Workplace English for Nitec Students</p> <p>This course is specially designed for our <i>Nitec</i> students who usually have basic knowledge of English with the ability to comprehend instructions in English. The course is to improve the ability of participants to read, converse and write in English.</p> <p>At the end of the course, learners should be confident and competent to speak English. They should be able to write simple memos and reports.</p> <p>A Certificate will be awarded to individual upon completing and passing oral, written and listening skills tests. Otherwise, a Statement of Attendance will be issued to those who attained a minimum attendance of 75%.</p>	<p>Dates & Times: TBC</p>	30 Nov 2019	ELITC

ENQUIRY/REGISTRATION → TEL: (65) 6483 2535 Email: elitic@singnet.com.sg

For details, pls refer to our website: www.elitic.com