



**Crystal Learning Centre Pte
Ltd**

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COURSE INFORMATION

Have you learned English before, and yet do not feel confident when you use it? Or maybe it takes you a long time to form a sentence in your head, and you struggle with writing emails in English. Or perhaps when your boss asks you to write minutes in a meeting, you need hours to get it right.

You might possibly be envious of other people, like your colleagues, who can speak to their clients in perfect English with the right intonation and pronunciation, and are able to write reports with ease, and have no problem using the correct punctuation. You feel like you are stuck in a rut, unable to advance.

The good news is, that English Express can help you build a solid foundation, whether it is for a better career path or for personal development. The Business English Course at English Express can help you improve your English in a big way.

In this course, the instructors at English Express will guide you all the way to perfect mastery.

Who should attend?

For anyone who work in an office environment

English Courses	Start Date	End Date	Start Time	End Time	Day	Duration	Course Fee
Business English Pre-Intermediate Class	03/10/18	21/11/18	7.00pm	9.30pm	Wednesday	8 weeks	S\$420
Business English Intermediate Class	05/09/18	24/10/18	7.00pm	9.30pm	Wednesday	8 weeks	S\$420
Business English Intermediate Class	25/08/18	13/10/18	3.30pm	6.00pm	Saturday	8 weeks	S\$420

Grammar Foundation (Intermediate Level)	-	-	7.00pm	9.30pm	-	8 weeks	S\$400
Business Communication Evening Class	11/09/18	30/10/18	7.30pm	9.30pm	Tuesday	8 weeks	S\$320

* There is a one-time registration and material fee of S\$50.00 for each level

- Each level is divided into 3 terms.
- Each term lasting for 20hrs.
- A quiz will be held at the end of Term 3.

Do take note

Students are only allowed to schedule a maximum of 2 make-up classes each term

Make-up classes will be chargeable at \$30/hr per student

Make-up classes are to be scheduled while the course is still commencing

Students only require 1 hr of make-up class for every regular 2 hourly class missed

Make-up classes are optional. But please note that students are required to fulfil a minimum of 80% attendance to graduate from the course

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