



Course Category	English			
Course Title	Spoken English for Workplace 1			
Course Code	E067			
Medium of Instruction	English			
Duration	30.0 hour(s)			
Pre-requisites	The ability to communicate in English			
Course Fee	Macao Resident: MOP1,850 Non-Macao Resident: MOP1,850			
Certificate	Students who have obtained an overall passing grade of the course and met the attendance requirement will be issued a course certificate by UTM. The passing grade of the course is 50.			
	Course Code	Sub Code	Course Start Date	Course End Date
	E067	2401	2024/04/08	2024/05/13
Objective	Upon completion of the course, students are expected to be able to: <ul style="list-style-type: none">• speak English confidently at work• handle problems tactfully• socialise with people in a business context• make arrangements for visits and meetings			
Outline	<ul style="list-style-type: none">• On a Business Trip• Meeting People• Company Visits• Exchanging Information• Making Arrangements• Socialising with People in a Business Context• Dealing with Problems			
Teacher	Please refer to the schedule			