

KIPSAS Goes Back to Basics

Wan Jumani Fauzi

27 July 2010. A Basic Oral Communication Course was conducted for a day in Kolej Islam Pahang Sultan Ahmad Shah (KIPSAS) for 32 non academic staff. The objective of this course was to assist participants improve on their speaking in English.

The trainer, Balan Kunjambu, helped them to do this through confidence building activities like Speed Talk and 30-second talk. They also improved their telephone skills and everyday communication through activities and role-plays.

The course was conducted successfully by Balan Kunjambu as part of his community service.

Azwin Arif explained the strategies during the IELTS speaking workshop for UMP non academic staff.

IELTS for All

Balan Kunjambu

16 November 2010. So who says that IELTS is only for academic staff in UMP, non academic staff also has to face IELTS, especially if they were employed from January 2010 as they would need it for their confirmation.

CMLHS is trusted once again to conduct this course in collaboration with the Human Resource Department of the University. The first batch of 33 participants took this course for four days on 29 September, 6 October, 3 and 15 November 2010. To be confirmed, they should pass the exam with a Band 5.

Like the Course on IELTS for Academicians, the content of the course includes an Introduction and Overview, Listening, Speaking, Reading and Writing. The only difference is that for non academic staff, the module is the General Training Module, a module that is normally taken if one wants to migrate and secure employment overseas.

Amongst the newly registered UMP staff attended the IELTS Speaking Skill Workshop.



Balan Kunjambu during the community service at KIPSAS.



So You Think You Can Speak: English for Workplace Communication for JHEAA

Balan Kunjambu & Wan Jumani Fauzi

1 December 2010. Following the successful training we had with UMP Finance Department, a similar course was proposed by JHEAA for their administrative staff.

The ML training team comprising Azwin Arif, Abd Rahim, Balan Kunjambu, Ezihaslinda Ngah, Nor Ashikin Abd Aziz, Noor Azlinda Zainal Abidin, Nor Yazid Khamis, Suriya Kumar Sinnadurai and Wan Jumani Fauzi took turns training a group of 16 participants from JHEAA every Wednesday from 4 p.m. to 6 p.m. starting in July then halting to embrace the Muslim fasting month of Ramadan. Training commenced again on 22 September after the celebration of Eid Mubarak and ended in November 2010.

JHEAA staff learnt a great many things to do in English such as giving presentations, taking down messages, warm chatting, giving instructions and directions, answering and making telephone calls, as well as writing memos, e-mails and announcements.



Noor Azlinda one of the trainers for the programme.

