



The English for Engineers program is a joint program with Magister that aims to target the unique and specific needs of an Engineering professional. At the end of the program, the participants will be able to:

Construct reports in correct grammar, format and tone

Effectively present a report for technical requirements and certifications

## **PAMAV** PAMAV TRAINING INSTITUTE & TECHNOLOGY CENTER



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# Effective Communication for Engineers

**Program Dates:**  
**July 13 to 16, 2010**  
**September 14 to 17, 2010**  
**November 9 to 12, 2010**

**Program Fee:**  
**Php 3,500.00 Per Person**

## EFFECTIVE COMMUNICATION FOR ENGINEERS

### TOPIC OUTLINE:

- I. Understanding business writing
  - a. Importance and Key Principles
  - b. Aspects of technical and business writing
  - c. Communication style
- II. Revisiting Grammar and Usage
  - a. Common grammar errors
  - b. Common punctuation errors
  - c. Common usage errors
- III. Formatting and editing business documents
  - a. Structure of business documents
    - i. Letters
    - ii. Memorandum
    - iii. Professional E-mail
    - iv. Incident Report
    - v. Progress Report
  - b. Factors to consider when revising business documents
- IV. Business presentation
  - a. Elements of effective presentations  
Presentation structure

# EFFECTIVE COMMUNICATION FOR ENGINEERS

## METHODOLOGY:

Each lesson is conducted with a slideshow presentation, hands-on activities, mini critiques and equipped with individual and group activities.

Each participant will receive a certificate of completion issued by Magister.

### This training is ideal for:

- Engineering department personnel and management
- Engineering faculty members
- Maintenance department personnel and management
- Registered engineers who aim and preparing for higher certification

### The objectives of the training are:

- Demonstrate confidence and clarity in their written, verbal and presentation communication skills
- Deliver a coherent presentation and report
- Translate into layman's terms engineering related terms
- Present themselves with professionalism and competency in their workplace
- Overcome fear of presenting and speaking in public

## ABOUT PAMAV

PAMAV Training Institute & Technology Centre (PAMAV) was formed in 2005 to offer Competency-based training programs and continuous education that offers up-to-date skills and knowledge thru exposure to various current industry practices. PAMAV's expertise focuses on the need for each engineering professional to be abreast with the dynamic changes in the industry and abreast with their skills.

PAMAV's vision is to nurture talent for the development of the country and of the world. Our mission is to be the catalyst of relevant competency-based education in keeping up with the challenges of the changing times thru continuous education.

## ABOUT MAGISTER

Magister English Training Center (owned by Grammatista Humanitas Inc.), a center specializing in English language education, was established in response to the growing importance of the language in a world drastically changed by communication technologies. At Magister, innovative corporate and academic experts help learners develop relevant English language skills. The courses offered by Magister balance pedagogy and practice, and ensure meaningful contexts for language learning.

The company believes that good English language skills pave the way to lifelong learning and success. Thus, learner assessment is integral in the programs and lessons and materials are designed to suit the academic, professional and/or employment needs of the language learners.

## REGISTRATION

### EFFECTIVE COMMUNICATION FOR ENGINEERS

Please check the date:

- Date:**  July 13, 14, 15, 16, 2010  
 September 14, 15, 16, 17, 2010  
 November 9, 10, 11, 12, 2010

**Venue:** PAMAVTECH, 7F Integrated Professional Office Building  
14 Quezon Avenue Quezon City

**Time:** 8:00 am to 5:00 pm on each day

Please fill up and return to fax 740-7602 or admin@pamavtech.com. Provide one form for each participant.

**PARTICIPANT'S NAME** *(as you want to appear on certificate. Title, first name, middle initial, last name, suffix)*

**DESIGNATION**

**COMPANY NAME**

**TELEPHONE**

**LOCAL NUMBER**

**CELLPHONE**

**EMAIL ADDRESS**

**NAME** *(COMPANY CONTACT PERSON, for billing purposes)*

**DESIGNATION**

**TELEPHONE**

**LOCAL NUMBER**

**CELLPHONE**

**EMAIL ADDRESS**

### Payment:

Reservations without payment do not confirm your slot. To confirm your reservation, please pay the course fee of Php 3,500.00 per person thru China Bank (Quezon Avenue branch) Account name PAMAV Training Institute & Technology Center, C/A#: 107-119555-8. Please attach the deposit slip with this form.