



澳門管理專業協會  
Macau Management Association

language  
club

SMART  
TALK

ENGLISH FOR  
MANAGEMENT



POWER *of*  
QUESTIONS

## 報名表格

英文姓名：

中文姓名：

會員/學生編號：

聯絡電話：

任職機構及職位：

電郵：

請將表格傳真至 8296 0714 或遞交至中華總商會大廈9樓澳門管理專業協會。  
如有查詢，請電 8296 0713 聯絡本會蔡小姐。

[www.mma.org.mo](http://www.mma.org.mo)

Feed Your Tomorrow

Improve Your English Now!

8

| 八月課程

## Power of Questions

"If you ask the questions—you control the conversation"

- Learn the secrets of asking effective questions
- Learn to get the answers using probing not prying questions
- Specific vs general – use the right question at the right time

AUG

9, 16, 23, 30

TUE 7:00-9:00PM



| 九月課程 |

## SmartTalk

Secrets from the Conversation Experts

- How to use humour to break the ice
- How to tell compelling stories
- SMART vocabulary— to make you sound smart when speaking

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SEP

6, 13, 20, 27

TUE 7:00-9:00PM



10

| 十月課程

## English for Management

Essential English for the Workplace

- Receive and give clear instructions
- Words and phrases every manager must know
- Give opinion and ideas clearly in the workplace

OCT

11, 18, 25

TUE 7:00-9:00PM



MMA會員  
MIM 學生

費用  
全免