

A photograph of a person's hands writing in a spiral notebook on a wooden table. The person is wearing a houndstooth jacket and a gold watch. A white coffee cup is visible in the foreground. The background is a blurred indoor setting.

biluF

# KEMAHIRAN PENULISAN BAHASA MELAYU

2 - 3 OGOS 2023

TARIKH TUTUP PENDAFTARAN

2 Julai 2023

# KESELURUHAN

Lazimnya, penulisan selalu dikaitkan dengan penggunaan bahasa secara rasmi kerana ia merupakan sebuah pendokumentasian yang boleh dijadikan sebagai bahan rujukan jangka masa panjang. Oleh yang demikian, Program Kemahiran Penulisan Bahasa Melayu yang diadakan selama dua (2) hari ini bertujuan untuk memperbaiki mutu penulisan peserta dalam menggunakan Bahasa Melayu standard sebagai wahana penyaluran informasi dan idea sesuai dengan konteks formal. Justeru, dalam program ini para peserta akan diajarkan tentang konsep berbahasa dan mengenal pasti kesilapan yang sering dilakukan dalam penulisan mereka kerana tanpa kesedaran tersebut, tiada pembaikan akan berlaku. Di samping itu, beberapa latihan atau aktiviti akan diberikan bagi memperkasa pemahaman peserta selama program dijalankan.



# METODOLOGI



Latihan bersemuka

## PROGRAM INI SESUAI UNTUK SIAPA?

Program ini sesuai untuk pegawai dan kakitangan kerajaan dan swasta yang ingin meningkatkan mutu penulisan dalam Bahasa Melayu standard.

## BUTIRAN PROGRAM

Tarikh	Masa
2-3 Ogos 2023	8:30 am – 12:00 pm 1:30 pm – 5:00 pm

\*\*Tertakluk kepada perubahan  
Sila rujuk [www.bilif.com.bn](http://www.bilif.com.bn) untuk maklumat terkini\*\*

# MODUL

Modul 1	Bahasa dan Komunikasi
Modul 2	Penanda Wacana
Modul 3	Laras Bahasa
Modul 4	Analisis Kesalahan Bahasa
Modul 5	Pemilihan Kata
Modul 6	Penulisan Terkawal

## KETUA PROGRAM

DYG HJH ZURINAH BINTI HJ YA'AKUB

Hajah Zurinah mempunyai sekurang-kurangnya 10 tahun pengalaman mengajar dalam bidang Bahasa Melayu dan kemahiran komunikasi. Beliau merupakan graduan Universiti Brunei Darussalam (UBD) dengan kelayakan Ijazah Sarjana Muda Sastera dalam Bahasa Melayu dan linguistik serta berkelulusan dari University of New South Wales, Sydney, Australia dengan Ijazah Sarjana dalam Applied Linguistic. Dia mempunyai keupayaan untuk memahami struktur Bahasa Melayu dan Bahasa Inggeris, menjadikan dirinya seorang komunikator dwibahasa yang berkesan. Dalam kerjayanya di UBD, beliau telah mengajar modul seperti Kemahiran Komunikasi Strategik (Kemahiran Komunikasi Strategik) kepada pelajar tempatan dan membantu mereka mengembangkan dan meningkatkan kemahiran mereka dalam komunikasi yang berkesan.

# KEMAHIRAN PENULISAN BAHASA MELAYU

2-3 Ogos 2023



To apply for the programme, please email your completed form to askseed@bilif.com.bn 2 Julai 2023.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$ 550.00	<input type="checkbox"/> \$ 650.00

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

## APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

Please email the invoice to:

\_\_\_\_\_  
Signature and Company's Stamp

## Terms and conditions:

### Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

### Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

# ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership. Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards especially in the areas of Islamic finance. All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain.

Over the past 10 years, BILIF has forged strategic partnerships with local and international organisations enabling us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators in the areas of Islamic finance and leadership. More recently, BILIF has also established partnerships with Bahrain Institute of Banking and Finance (BIBF) and The London Institute of Banking & Finance (LIBF), both with the objective of bringing more quality learning opportunities for our participants in the areas of banking and finance. BILIF has been honoured with multiple international awards and accolades: The "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022, "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards®, "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony and GIFA Excellence Award (Islamic Finance Training & Education) in 2022; The GIFA Excellence Award (Islamic Finance Training and Education) 2021 at the 11th Global Islamic Finance Awards (GIFA), the Award for "Contribution to Organisation" at the Asia HRD Awards in 2021; and the GIFA Excellence Award (Islamic Finance Training and Education) in 2019.

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Events

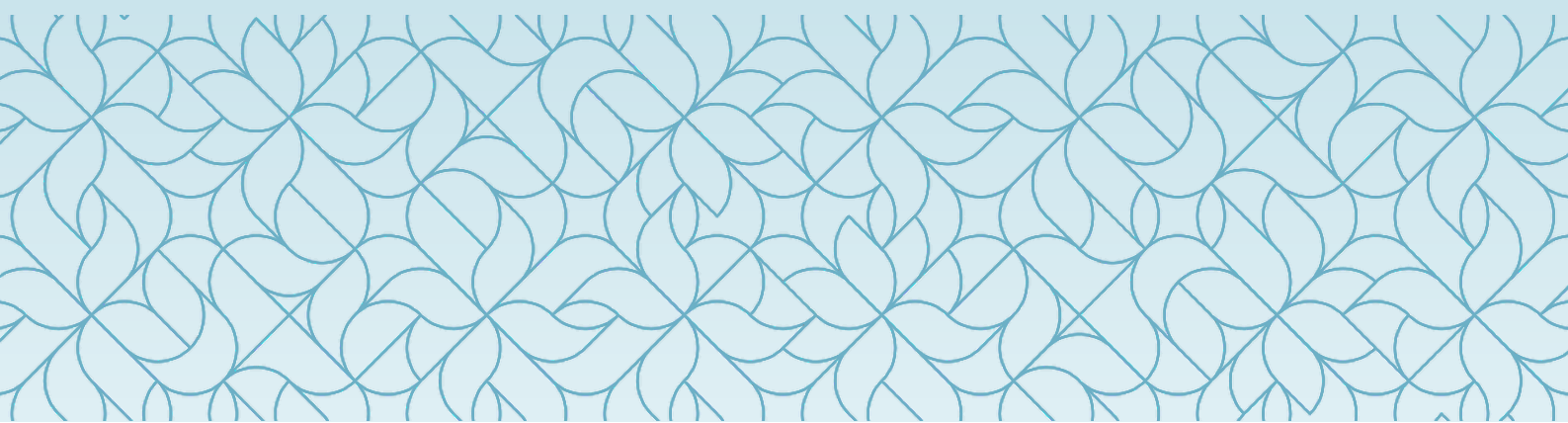
**687**

Programmes  
and Examinations

**15,300+**

Participants

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