

**COURSE NAME**    **SPOKEN ENGLISH: PROFESSIONAL**  
**DURATION**        **6 months**  
**TIMINGS**         **1 hr/day, 6 days a week**  
*For 3 Months Like Foundation Course Parts Of Speech (Revision)*

**COURSE CONTENTS**

- Noun
- Pronoun
- Adverb
- Verb
- Adjectives
- Conjunctions
- GROUP DISCUSSIONS
- How to be in a GD
- How to speak in a GD
- How to build your confidence and fluency.
- MORE VOCABULARY
- To learn new words
- Teaching more new words
- It's synonyms
- Common things like Parts of body, names of fruits and other common things etc.
- INTERVIEW PREPARATION
- How to dress-up
- How to face the interviewer
- Self-Introduction.
- PERSONALITY DEVELOPMENT
- How to talk
- How to walk
- How to eat, drink etc.
- Grooming personality etc.

**EXAMINATIONS**

- The candidate is required to appear for texts/exams for it as per the specified schedule in the premises of the institute itself, failing which no certificate will be issued to him/her.



**info-skills**  
A CAREER PROGRAM



**info-**

*Trust your unknown future with us...*

**COURSE NAME**    **SPOKEN ENGLISH-SKILLS DEVELOPMENT**  
**DURATION**        **2 WEEKS**  
**TIMINGS**         **1 HR/DAY + 6 DAYS / Week**

*Interview Preparation And Personality Development With Spoken English Skills*

**OBJECTIVE:** The workshop that trains you to handle the job interview successfully and groom your personality and English-speaking skills.

**COURSE CONTENTS:**

- .Powerful techniques for preparing for a job interview.
- A few frequently asked questions in the interview.
- Personality grooming skills

**TRAINING INPUTS:**

- Curriculum Vitae analysis
- Pre-training mock interview
- Difficult questions, smart replies

**FOR WHOM:**

- For students who are preparing for a job interview,
- For final year student who may be called for campus interviews
- For students who have completed the fluent English 80 hour program and are looking for a job.
- What shall be taught in the class?
- How to walk
- How to talk
- How to eat
- How to carry yourself (All these include personality development skills).

**INTERVIEW PREPARATION:**

- .How to introduce yourself in the interview.
- How to answer questions confidently and not to get nervous.
- How to prepare curriculum-vitae.
- Rest all will be stressed on grooming your English speaking skills.

**FOR WHOM:**

- A person who seriously wants to relook at himself and enhance his life-skills.
- A person who wishes to become public speaker.
- A person who wants to explore himself.
- A person who has been promoted to the position of leader at work-place.
- Those who have graduated from college.

**COURSE NAME**    **FOUNDATION COURSE**  
**DURATION**        **3 Months**  
**TIMINGS**         **1 HOUR / DAY, 6 Days / Week**

**OBJECTIVES:** To train the learners into word recognition, word-building, pronunciation, everyday vocabulary and simple sentences in conversation. Over all, the person will be fluent in English that is grammatically correct also.

**COURSE CONTENTS**

**INTRODUCTION**

- How to introduce yourself
- A little bit of grammar beginning with Parts of speech

**PARTS OF SPEECH**

- Noun
- Pronoun
- Verb
- Adverb
- Preposition
- Adjective
- Conjunction
- Tenses
- Present tense
- Past tense
- Future tense

**MODALS**

- Can
- Could
- Will
- Shall
- Would
- Should etc.

**CONVERSATIONS**

- Conversation between a teacher and a student
- Conversation between an uncle and a boy.
- And many other conversations like these.

**VOCABULARY**

- Synonyms
- Antonyms
- Words used in common life

**READING**

- English newspapers
- English books
- English magazines etc.

**WRITING PARAGRAPHS**

- My favorite movie
- My favorite actor
- My favorite actress etc,
- Group Discussion
- Group discussion on topics like
- Corruption
- Pollution
- Inflation etc.

**COURSE WARE:**

- Our classroom material
- One reference book

**FOR WHOM:** Persons who have no knowledge of English and who want to speak English fluently.

**TRAINING INPUTS:**

- Trained faculty
- Individual attention
- Classroom practice