

English Speaking and Personality Development Syllabus

Basic Beginners Level English

Fees: INR 2,500

(2 Weeks Course. 5 days a week. 2 hours per day, Total: 20 Hours)

- **Day 1:**
 - Alphabets (a to z). Animals. Seasons.
 - Solving Worksheets/Speaking Sessions
- **Day 2:**
 - Colors, Days, Dates.
 - Solving worksheets/Speaking Sessions
- **Day 3:**
 - Greetings, Numbers, cardinal numbers and ordinal numbers
 - Solving worksheets/Speaking Sessions
- **Day 4:**
 - Shapes, time, how to talk about time.
 - Solving worksheets/Speaking Sessions
- **Day 5:**
 - Nationalities and countries.
 - Solving worksheets/Speaking Sessions
- **Day 6:**
 - Talking about family and friends
 - Solving worksheets/Speaking sessions.
- **Day 7:**
 - Describing People
 - Solving worksheets/Speaking sessions.
- **Day 8 :**
 - Introducing Yourself/Introducing people

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- Solving worksheets/Speaking sessions
 - **Day 9:**
 - Talk about your favorite things.
 - Solving worksheets/Speaking Sessions.
 - **Day 10:**
 - Test on all of the above topics.
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Intermediate Level English and Personality Development Combo

(3 Weeks Course, 2 hours a day, 5 Days a week)

Fees:5,000 INR

- **First Week**
 - **Day 1:**
 - Parts of Speech, Sentences using parts of speech.
 - Speaking Practice on various Topics
 - **Day 2:**
 - Subject Verb Agreement, Preposition Combination.
 - Written and Spoken English Assignment
 - **Day 3:**
 - Details on tenses, Forms. Constructing sentences using correct tense.
 - Solving worksheets/Spoken English
 - **Day 4:**
 - Articles, Apostrophe, Construction of sentences,
 - Solving worksheets, spoken English topics
 - **Day 5:**
 - Test on the above topics.
 - **Second Week**
 - **Day 6:**
 - Telephone Etiquette, nuances of speaking over telephone
 - Mock Calls
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- **Day 7:**
 - Corporate Etiquette, corporate Manners, Dress code
 - Mock Sessions
- **Day 8:**
 - Cracking Interviews, Group Discussion.
 - Mock sessions
- **Day 9 :**
 - The right way of making a PPT. Presenting a PPT in Public. Public speaking.
 - Mock sessions
- **Day 10:**
 - Time Management, Negotiation Skills,
- **Third Week:**
 - **Day 11:**
 - Right way to writing resumes, Cover letter
 - Practice sessions
 - **Day 12:**
 - Drafting correct e-mails, email Etiquette
 - Practice sessions
 - **Day 13:**
 - Leadership Skills
 - **Day 14:**
 - Managing Stress
 - **Day 15:**
 - Recap of all the sessions, speaking sessions, test.

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Intermediate Level Elaborate English

Fees: 6,000 INR

(Grammar and beginners level spoken English)

(One month course, 5 Days a week, 2 hours every day)

First week

- **Day 1:**
 - Part of speech
 - Countable and Uncountable nouns
 - Singular and Plural nouns.
 - Solving worksheet/Speaking Practice.
- **Day 2:**
 - Pronouns, Adjectives, Verbs
 - Solving worksheet/Speaking Practice
- **Day 3:**
 - Adverbs, Preposition, conjunctions, interjections
 - Solving worksheet/Speaking practice
- **Day 4:**
 - Subject Verb Agreement, auxiliary verbs, modal verbs
 - Solving work sheets/Speaking Practice
- **Day 5:**
 - Test on the topics above and speaking test.

Second Week

- **Day 6:**
 - Articles, Apostrophe,
 - Solving worksheet/Speaking practice
- **Day 7:**

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- Tenses: Types of Present tense with details
- Solving worksheets, Speaking Practice
- **Day 8:**
 - Tenses: Types of Past Tense with details
 - Solving worksheets, speaking practice
- **Day 9:**
 - Tenses: Types of Future Tense with details
 - Solving worksheets, speaking Practice
- **Day 10:**
 - Test on the above topics.
- **Day 11:**
 - Types of sentences, Narration (Speech, direct and indirect speech)
 - Solving worksheets. Speaking practice
- **Day 12:**
 - Voice
 - Solving worksheets, speaking practice
- **Day 13:**
 - Meetings, Greetings and Introduction.
 - Extempore speech practice
- **Day 14:**
 - Speaking over telephone
 - Tips on telephone etiquette
- **Day 15:**
 - Test on all the above topics.

Fourth Week: (Practice sessions on speaking)

- **Day 16:**
 - Speaking sessions , Introductions,
- **Day 17:**
 - Speaking Sessions:, Describing people (Famous People)

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- **Day 18:**
 - Speaking Sessions, meetings greetings in office/asking for leave/
 - **Day 19:**
 - Speaking Sessions : Talking about family/friends/dreams/ aspirations
 - **Day 20:**
 - Speaking Session: Talking about decisions, travel etc.
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Advanced English and Personality development

Fees: 7,000 INR

(one month, 5 days a week, 2 hours each day)

First week

- **Day 1:**
 - Quick Recap of Subject Verb Agreement. Preposition Combinations
 - Solving worksheets/Speaking sessions
 - **Day 2:**
 - Business Idioms and Common Business Expressions
 - Using the business idioms in sentences and practice sessions
 - **Day 3:**
 - Indianisms and avoiding the use of 'Very', Some words/terms wrongly used while when nonnative speakers speak in English.
 - Difference between British English and American English
 - Practice sessions
 - **Day 4:**
 - Vocabulary and speaking practice on how to talk about problems and how to give suggestions.
 - Tips for building confidence.
 - **Day 5:**
 - Presentation Skills, Body Language, Assignment on PPT
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Second Week

- **Day 6:**
 - Corporate Etiquette
- **Day 7:**
 - Writing Resumes, Writing cover letter
- **Day 8:**
 - E-mail Etiquette
- **Day 9:**
 - Handling conflict
- **Day 10:**
 - Time management

Third Week

- **Day 11:**
 - Stress Management
- **Day 12:**
 - Grooming, self-confidence, dress code
- **Day 13:**
 - Decisions making, leadership skills
- **Day 14:**
 - Group Discussion, extempore speech
- **Day 15:**
 - Test on making a PPT and delivering it to the class.

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Fourth Week: Practice sessions

- **Day 16:**
 - Writing articles on current affairs/Business world
 - **Day 17:**
 - Creative writing, writing blogs
 - **Day 18:**
 - Public Speaking. Addressing the crowd and talking on specific topics
 - **Day 19:**
 - Cracking Interviews/How to impress the interviewer
 - **Day 20:**
 - Test on the above skills.
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Personality Development

Fees: INR 7000

(4 Saturdays, 4 hours every Saturday)

- **Day 1:**
 - Building Confidence, Body Language
Various aspects will be discussed along with role play, mock sessions and videos.
 - **Day 2:**
 - Cracking Interviews
Various aspects will be discussed along with role play, mock sessions and videos.
 - **Day 3:**
 - Public speaking, enhancing communication skills
Various aspects will be discussed along with role play, mock sessions and videos.
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- **Day 4:**

- Grooming, dress code, interacting with people, negotiation skills. Various aspects will be discussed along with role play, mock sessions and videos

Advanced Level Business English (Weekend Batch)

(4 Saturdays, 4 hours)

Fees: 7,000 INR

- **Day 1:**

- Drafting Business E-mails, official letters, Official communication.

- **Day 2:**

- Business Idioms, Tips on making correct PPTs and tips on delivering PPTs

- **Day 3:**

- Meeting Etiquettes, Discussion and Negotiation Tips

- **Day 4:**

- Cracking Interviews, Tips for writing resumes and cover letters.
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Crash Course, combination of Beginners English, Advanced English Personality development

Fees: 7,000 INR

(2 weeks course, 2 hours each, 5 Days a week)

First Week

- **Day 1:**

- Brush up of Basic English grammar which includes parts of speech. Subject verb agreement and Articles, preposition combination

- **Day 2:**

- Business Vocabulary, Business phrases, Diplomatic language

- **Day 3:**

- Public speaking skills, extempore speech sessions
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- **Day 4:**

- Resume Writing, Cover letter writing

- **Day 5:**

- Test on the above skills

Second week

- **Day 6:**

- Cracking Interviews, Mock GD sessions

- **Day 7:**

- E-mail Etiquette

- **Day 8:**

- How to make and deliver presentations

- **Day 9:**

- Pronunciation Tips, Sounds, Phonics, Voice and Intonation

- **Day 10:**

- Test on making a PPT and delivering it to the class.