

Communicative English, Life Orientation & Office Management

[A course of 6 months duration, 4 days in a month, 24 classes of 3 hrs. each on Sundays from 2 to 5 p.m, 5 Modules into 24 streams

Course fee Rs.1500.. on admission and Rs. 900..on completion]

1. English training

- Speaking English fluently and correctly
- Basics of grammar
- Brain storming for vocabulary
- Different accents and diction

2. Personality development

- Public speaking
- Facing different life situations
- Facing an interview
- Group discussion
- Structuring of ideas

3. Correspondence

- Letter writing
- Report writing
- Filing
- Movement of letters
- Attending phone calls

4. Soft skills

- Basics of Word
- Creative writing
- Basics of Excel
- Making statements and reports
- Web browsing
- Sending emails

5. Life skills

- Setting goals and purpose in life
- Making plans
- Monitoring and evaluation
- Life enrichment for a successful living

English Training

1. Speaking English fluently and correctly.

To speak English, we will have to cultivate the habit of thinking in English. Make it a habit of reading, watching, speaking, writing, listening and thinking in English. Let it be a life style and pattern of living, never missing a chance.

English is a polite language. Consciously use the niceties of the language like, please, beg your pardon, nice meeting you, can I help you etc. Find a person to speak English with. Stop translating from the mother tongue and speaking!

2. Basics of grammar.

Words make sentence, meaningful collection of words with subject and predicate. Predicate includes verb and object. There are three tenses, three persons and each tense is subdivided into four. Learn the conjugation of a verb, parts of speech and correct usage.

3. Brain storming for vocabulary

Try to figure out the words in categories, like furniture, vegetables, food items etc. Make as many suggestions as possible.

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4. Different accents and diction.

English is spoken with different accents and styles in different parts of the world. Learn the different accents like British and American. Consciously use stress on syllables.

Personality Development

1. Public speaking

How to make a speech at a function and drive home our ideas, like addressing, introduction, body of the speech and conclusion.

2. Facing different life situations

There may be occasions in life where we will have to plan and use different strategies. To have a pleasing personality, to smile at people, remember names, appreciate and listen to others, never criticizing or denouncing, being helpful, positive and cooperative.

3. Facing an interview

How to face an interview successfully is to be frank, positive and honest in our approach.

4. Group discussion

How to get an upper hand in Group discussion and take the lead.

5. Structuring of ideas.

How to develop our creative ideas and express it to others effectively, like communication skills and ability to convey ideas successfully.

Correspondence.

1. Letter writing

Art of writing successful business and personal letters and communicating in a simple and effective, matter of fact style.

2. Report writing

To make reports, paper presentations and dissertations in a research oriented manner.

3. Filing

How to file the documents, keeping an index of files and stacking it systematically.

4. Movement of letters

To maintain an Inward and Outward letter registers and keep track of all the correspondence with the help of a delivery book.

5. Making and attending phone calls

How to greet the person on the other end, to disseminate information and note down the points for future reference.

Soft skills

1. Basics of Word

To learn the package Word and use it for creative writing, to edit, save and print.

2. Creative writing

How to use the computer for creative writing, to think on line and feed as one thinks.

3. Basics of Excel

To use the spreadsheet package, to format cells and columns, to make statements and presentations in an interactive way.

4. Making tables and statements.

How to make statements, tables and other presentations.

5. Web browsing

How to get into a website, browse and disseminate desired information.

6. Sending emails

How to create an Email Id., how to send and receive emails, attach documents etc.

Life skills.

1. Setting goals and purpose in life.

Finding out what we want to be, fixing a purpose and goal for our lives.

2. Making plans

Making concrete plans to reach our purpose, going an extra mile.

3. Monitoring and evaluation

To evaluate periodically and monitor, using master mind alliance.

4. Life enrichment for successful living.

What are all needed for individual achievement and personal enrichment, the twelve

riches of life and eighteen principles for a successful living!

[A diploma would be issued and course duration could be curtailed to suit your needs. Everyday, special coaching for speaking in English for one hour, interaction and discussion.

Tailor made for those attempting to go abroad or searching for a substantive job indigenously. For enquiries call +91 9496330328 or email: paulg555@gmail.com