

## ➤ **Complete English** (Duration : 1 Year)

As indicated by the name of the course, it develops you into a master communicator from a complete novice. Be it English Sounds, Words, Sentence formation or interpersonal skills it covers them all, cutting across all the four basic skills of any language viz. reading, listening, speaking and writing.

### ✓ **Course Details:**

1. Sub/Verb/Objects/Complements
2. Word – Sentences – Structure Pattern
3. Word Inflexion
4. Tenses and their applications
5. 5 types of Sentences.
6. Emphatic words/sentences
7. Brief Study – Phrase/Clause/Idioms/Proverbs
8. Articles: Use & Omission
9. Using Passive Voice.
10. Causative Verbs
11. Expression of Time
12. Expression of Cost
13. Adjectives
14. Detailed study of get + V3/get + Infinitive
15. Sense of Persuasion
16. Application of Infinitive
17. Detailed Study of Gerund
18. Detailed Study of Participle
19. Change Gerund Form – Infinitive form and Vice Versa
20. 10 Types of Conditional sentences
21. Consonant and Vowel Sound and intonation
22. Brief Idea of Phonetic Transcription/Syllables
23. Frequently Used Words
24. Group Discussions: Tips on Effective Group Discussions
25. Debates: Tips on Effective Debates
26. Delivering a Speech
27. Situational Conversation: Chit-chat, Walk-n-Talk etc.
28. Role Play
29. Meeting at Office
30. At a Doctor's Clinic

Regd. Office : H. No. 238, High Tension Street No. - 2, Opp. Police Station,  
Kapashera, New Delhi - 110037

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31. Buying Vegetables/Grocery/Garments
32. Interaction Based on Current Affairs
33. Visiting a Friend in the Hospital
34. Interviewing Foreign Dignitaries

✓ **Activities to improve Reading and Speaking Skills:**

1. Picture Reading to Narrate Story/Incident
2. Reading for Scanning, skimming, Inferences
3. Reading Newspaper as the Base for Further Discussions
4. Interview Techniques

✓ **Phonetic Basics:**

1. Introduction to Consonant and Vowel Sound and intonation
2. Brief Idea of Phonetic Transcription/Syllables
3. Pronunciation and Usage of Frequently Used Words

✓ **Writing Skills:**

1. Different Modes of Writing
2. How to write Paragraphs (with the Help of Given Guidelines)
3. How to compose Stories (with the Help of Given Guidelines)
4. How to make Diary Entries
5. Notice Writing
6. Report Writing
7. Letter and Application Writing/Resume Writing
8. Email/SMS Etiquette
9. Self – review
10. Note Taking
11. Note Making
12. Dialogue writing
13. Factual Description and Describing People
14. Article, Speech and Debate Writing
15. Invitation Writing
16. Posters Writing
17. Advertisement Writing
18. Bio-sketch Writing
19. Expansion Writing
20. Essay Writing
21. Circular Writing

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✓ **Personality Development:**

1. Dress Code and Body Language
2. Managing Stress
3. Meeting Decorum
4. Presentation Skills
5. Soft Skills
6. Table Manners
7. Health Management
8. Emotional Intelligence

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