

SPOKEN ENGLISH PROGRAMME (30 HOURS)

MODULE -1 (10 hours)

Session 1 (2 hours)

- Programme Orientation
- Current English Skill Assessment (CESA)
- Recording of assessment report
- Discussing areas to focus on

Session 2 (2 hours)

- Grammar-Sentence structure,nouns,verbs ,tenses
- Group activity-role play
- Vocabulary enhancing techniques-discuss 5 words from passive vocabulary

Session 3 (2 hours)

- Grammar-has/have, do/does ,apostrophe
- Listening comprehension
- Vocabulary games ,Reading Time

Session 4 (2 hours)

- Grammar-simple present ,present continuous
- Group activity-debate/role play/presentation
- Vocabulary games &pronunciation rules &symbols

Session 5 (2 hours)

- Grammar-adjectives,adverbs,could,would,may
- Debate
- Idioms,proverbs,phrasal verbs etc.

MODULE 2 COMMUNICATION SKILLS

Session 1 (2 hours)

- Clarifying (Chinese whispers)
- Giving advice
- Expressing feelings

Session 2 (2 hours)

- Describing
- Giving directions
- Asking questions

Session 3 (2 hours)

- Expressing opinions
- Discussion

MODULE 3 KNOW THYSELF

Session 1 (2 hours)

- Identifying strengths and weaknesses
- Discussion –Tapping strengths & working on weaknesses

Session 2 (2 hours)

- Setting goals
- Action plan, peer feedback

MODULE 4

Session 1 (2 hours)

Written Communication-Business Correspondence & Emails

Session 2 (2 hours)

Presentation Skills &Public Speaking

MODULE 5

PERSONALITY ENHANCEMENT(2 hours)

- Hard Skills & Soft Skills
- Attitude,Assertiveness
- Body Language & Confidence
- Grooming

MODULE 6

FACE THE WORLD (4 hours)

- Resume formats and preparation
- Frequently asked questions in interviews
- Mock interviews
- Final assessment