

**PERSONAL GROOMING & ETIOUETTE**  
**Course Contents in detail**

The sessions consist of:

- Self-assessment and brief introduction of each individual and a discussion following of how the speech pattern, diction and body language can be improved upon. The interactive sessions eases the atmosphere as everyone has some areas that need improvement. This is followed by exercises in speech and diction where each person needs and joins in mutual discussions. At the end of this session the group gets honest appraisal of each other from a personal point of view and that of the instructor.
- The sessions include various verbal exercises to polish enunciation and pronunciations. Words that are practically used everyday but mispronounced and not understood are tackled and the student uses these within the context of a complex sentence which examines the correct use of grammar. Voice modulation in using the correct range and level of tone are an underlying part of almost every session. Being an expressly interactive and unstructured course, there is total freedom for the participant to interrupt and ask questions – even those that do not pertain to the discussion.
- Conversational skills are practiced at every level – social and business if desired – putting across your point of view emphatically and convincingly. Homophones – words that are confusing as they are similar sounding but different in meaning and spelling are worked on. Each student gets chance to speak and use a set of words. Commonly used Foreign phrases are correctly taught e.g the meaning of “quid pro quo” which is used so often and the meaning and usage not thoroughly understood. These phrases are used in legal practice and in references throughout the world. Any individual who believes that he is adept at the language should wield these with subtlety.
- By now the participants would have realized their areas of weakness and how they should reach the platform where they could be at the least – passable public speakers (when and if the occasion arises.) this session is extremely interactive and enjoyable and set up to shed inhibitions. It is very effective in breaking in breaking personal and social barriers. – the participants combined in sets of two or three, design their own ‘plot’ and enact emotions which are usually buried deep within the psyche. At the end of this session – they are relaxed – “at home” with each other and now feel that they are capable to move another session.

**Topics Covered in brief would be:**

Self assessment and brief introduction of each individual  
Identifying- speech pattern, diction, bodylanguage, enunciation and pronunciations  
Conversational Techniques  
Dressing sense  
Build self-confidence and self-esteem  
Presentation making and delivering  
Public speech  
Group discussion  
Voice modulation  
Email writing  
Creative writing  
Most common error in writing  
Punctuation  
Vocab. building practical sessions  
Paying & receiving compliments,  
Body Language, Poise, Eye Contact  
Fine dining.  
Developing Your Professional and Personal Image  
Conference  
Using the most recent technologies to optimize the knowledge  
Interview skills  
Phrases  
Native speaker conversations  
Role play

**And your interest in the subject can withdraw much more than anything else...**