

CORPORATE Communication (Business English)

DAYS & MODULE	ACTIVITIES DURING THE SESSION	REMARKS
Day 1	<ul style="list-style-type: none"> Understanding basic requirement of the candidate General assessment for proper course guidance Introduction to Second Language - ppt 	Currently B2 level, needs transformation to c1(Advanced)
Day 2	<ul style="list-style-type: none"> Ppt Continued Roleplay 1 Vocabulary Building Activity introduced Assignment 1- Explained 	Good understanding of the student
Day 3	<ul style="list-style-type: none"> Speaking – Body language and Ornamental words Assessment of Assignment 1 Welcome handbook provided, phrasal verbs and plethora of words discussed Speech therapy introduced – Stress, Intonation, voice modulation, pronunciation Recording of voice and analyzing the loopholes 	Pronunciation and modulation needs to be worked on
Day 4	<ul style="list-style-type: none"> British Council -Learn English- Reading C1 level introduced (Reading +Writing) Collective reading is done with activities on the platform Newspaper word power game advised New words and sentences assessed 	Understanding of the words is good 75 % of the task achieved
Day 5	<ul style="list-style-type: none"> Grammar workshop introduced Sentence structure – Simple compound Complex Conjunctions, punctuations long sentence formation practiced 20 sentence making homework (Using conjunction-However, Nevertheless, in spite of, FANBOYS etc)+ Assignment 2 	Looked as a relatively new concept to the candidate
Day 6	<ul style="list-style-type: none"> Grammar workshop continued Introduction to Tenses Auxiliary verbs – Practice of important - Being, been, be Modal Aux verbs discussed extensively – may, might, must, can, could General Speaking topic interaction 	Candidates looked uncomfortable – needs more practice in tenses
Day 7	<ul style="list-style-type: none"> Tenses continued Sentences assessed and rectified ‘TENSE TABLE Conjugation’ discussed in length Emphasis on Perfect, Perfect Continuous for all 3 forms 	Taken nicely by the candidate
Day 8	<ul style="list-style-type: none"> Listening Activity Introduced (Listening + Writing) ‘TED TALK’ Sessions initiated Analysis of the speaker in 4 major points discussed Takeaways and Writing exercise explained 	Well taken by the candidate- Listening part is

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		comparatively stronger
Day 9	<ul style="list-style-type: none"> • Speech Therapy 2 • Assessment of TED talks writing + Public speaking concepts • Practice of newly learned Speech therapy points with stress on talking to in a meeting or presentation • 	Candidate responding at desired level
Day 10	<ul style="list-style-type: none"> • Introduction to 'Corporate/Professional English' • Cambridge BEC Book initiated • Commencement of Unit No.1 – Reading, Writing • Assignment 3 – TED talk writing + Unit 1 H/w 	Nice exposure for the candidate
Day 11	<ul style="list-style-type: none"> • Cambridge BEC Continued • Unit No. 2, Reading, Writing, Speaking • Assessment of Assignment 3 • Assessment of Vocabulary word list + Sentence correction • 	Candidates writing has improved, complex sentences are attempted with ease
Day 12	<ul style="list-style-type: none"> • TEST 1 (Business English) • Cambridge Assessment test 	Student scored fairly well- 20/25 Level – B2 to C1
Day 13	<ul style="list-style-type: none"> • Introduction to Collocation • Collocation concept discussed • Commencement of Unit 1 • Assignment 4 – Sentence formation from Phrasal verbs + Collocation 3 units H/w 	
Day 14	<ul style="list-style-type: none"> • Vocabulary Building Activity – Important • TEST 2 – Vocabulary Test ---- Word Puzzle • The 1st 50 WORDS Assimilated and used practically 	
Day 15	<ul style="list-style-type: none"> • Cambridge BEC Continued • Listening part initiated • Unit 1-3 Listening exercise done together • Global level Recordings assessed - Group discussion, Personal interaction, Official conversation 	
Day 16	<ul style="list-style-type: none"> • Grammar Workshop Continued • BEC Unit 5-10 Grammar part discussed • Speaking Role Play – Official contest 	
Day 17	<ul style="list-style-type: none"> • Introduction to ABA English • Practice and exposure to C1 level content • Collocation, TED Talk Revised • Assignment 5 explained 	

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Day 18	<ul style="list-style-type: none"> • TEST 3 – Project submission explained (to be given on Day 20) • Presentation/Project synopsis/ Research, Analysis and compilation of write-ups • All the previous skills assessed in the test- Grammar, Vocabulary, Sentence formation, Phrasal Verbs, Articles, Gerunds, Verb forms, Tenses, FIGURE OF SPEECH, Conditionals etc... • Doubt solving session 	
Day 19	<ul style="list-style-type: none"> • Introduction to interview skills • Mock interview conducted - (15 min) • Analysis shared • Improvement points discussed 	
Day 20	TEST 3 ---- Speaking, Presentation skills, content should match C1 level Analysis + Q& A	
Day 21	<ul style="list-style-type: none"> • Cambridge BEC Continued • Writing + Listening parts of Unit 10,11 12 	
Day 22	<ul style="list-style-type: none"> • Vocabulary Building activity continued • Word games – next set of words + Phrasal verbs • Professional word list initiated (Target 100-200 words) 	
Day 23	<ul style="list-style-type: none"> • Grammar Workshop Continued • Determiners, Appropriate use of Passive Voice, Question tags, Indirect speech • Noun clause, Adverbial clause, Adjective clause • Assignment given accordingly 	
Day 24	<ul style="list-style-type: none"> • Interview Skills continued • Video Analysis sessions • Interview samples discussed • Difficult, situational questions practiced and prepared for the best answer 	
Day 25	<ul style="list-style-type: none"> • Work specific Role-play • Office environment simulated and practiced • Output session- Real time evaluations done • Mock Group Meeting, Personal meeting, Review meeting, Client meeting etc session, 	
Day 26	<ul style="list-style-type: none"> • Cambridge BEC Continued • Candidate desired 2 Unit practice 	
Day 27	<ul style="list-style-type: none"> • Grammar workshop Continued • Preposition chart, Transitive verbs, Colloquial sentences, official slangs- Native Natural English Assimilation • Test on grammar – Cambridge assessment test 	
Day 28	<ul style="list-style-type: none"> • Workshop on Body language • Beginning, endings of a meeting 	

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	<ul style="list-style-type: none"> • Presenting to team – video review • Vocabulary building – Professional words assimilated and hands-on comfort with Candidates full vocabulary list. 	
Day 29	<ul style="list-style-type: none"> • ‘Practical Output Session’ • Group session with Similar Professional candidates with English Lounge • Candidate is observed for all practical purposes while having professional discussion in a Group and presenting to a group. • Analysis and reviews shared for future enhancement 	
Day 30	<ul style="list-style-type: none"> • Doubt solving session • Revision of the methodologies • General places where people go wrong and tips during panic and any mishappening • Pep Talk + Confidence building • Explained How candidate can self-improve, continuation of workshops and future assistance for long-lasting Experience 	