

# SPOKEN ENGLISH

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## Module 01

### Grammar and Vocabulary

Nouns, Verbs, Adverbs, Tenses, Idioms, Punctuations  
Implementation of Grammar in sentence formation  
Building Vocabulary.

Assessment-1

## Module 02

### Communication- Part 1

Barriers of Communication  
Speaking & Listening Effectively  
Comprehension & Composition

Assessment-2

## Module 03

### Communication- Part 2

Writing Skills (Email, Business Correspondence)  
Reading Skills (focus on voice modulation)  
Extempore  
Testing & Evaluation

Assessment-3

## Module 04

### Accent Neutralisation

Diction Analysis  
Pronunciation Correction  
Introduction to Vowel & Consonants  
Intonation Syllable Stress

Assessment-4

## Module 05

### Personality Enhancement

Attitude Management

Killing Nervousness & Building Confidence

Body language & Dress Code

Assessment-5

## Module 06

### Interview Skills

Personal Interview Techniques