

### IMPORTANT NOTES:

- Doubt & Practice sessions will be conducted on alternate Saturdays of the month.
- Five minutes of general warm up talk as it makes you talkative which ultimately makes you a good speaker.
- Group discussions will be held on covered topics (which includes grammar, comprehension, conversational topics, etc.). Class debate on a topic where the teacher will have to participate along with the students and work on their overall personality and speaking skills.
- Doubt sessions & Group Discussions will be conducted on alternate Saturdays of the month.
- Speech competitions are also conducted at the stage area of the institution in every 15 days.
- Students will be provided with the study material from the institution.
- Quick written test will be conducted on the completion of a topic which helps to keep a track of the student's acknowledgement.

### IN THE CLASS

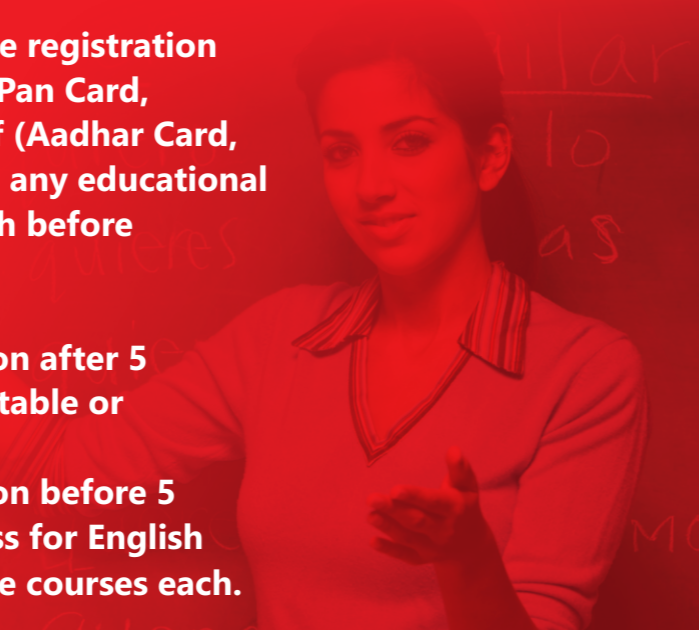
- The use of cellular phone is strictly prohibited unless and until permission is granted by the teacher.
- Students must mark his/her attendance after each class for the record.
- For mark sheet and certificate students must give application with detail.

### ADMISSION POLICY

- A student can take a free demo class separately or can interact with the faculty before joining any course.
- Student must pay registration fee before the demo class. If he/she is not satisfied with the demo class, centre will refund the registration fees.
- Students are advised to fill and submit the registration form with a valid ID proof (Aadhar Card, Pan Card, Driving Licence, Passport etc. ), any proof (Aadhar Card, Pan Card, Driving Licence, Passport etc. ), any educational document and a passport size photograph before initiating the class.

### ADMISSION CANCELLATION POLICY

- If he/she wants to cancel his/her admission after 5 classes, fees will not be refundable, adjustable or transferable in any circumstances.
- If he/she wants to cancel his/her admission before 5 classes, fees will be deducted 500 per class for English and 700 per class for the foreign language courses each.





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**ENGLISH**

**SYLLABUS**

# COMPLETE ENGLISH SPOKEN COURSE

**TIME AND TENSE :** it is tool which is used to study the different forms of verbs and make speakers to express time in their language as well as speakers can initiate writing and speaking.

**WH QUESTIONS:** It shows how a question can be asked in different modes or the different ways of asking a question. A few Wh words are What, Where, When, Which, Who, etc.

**MODALS:** it shows the different modes of action followed by the verbs, which a speaker can know the possibility, ability, suggestion etc in action. (can, shall, should, will, may, might, have to, ought to, etc.)

**Vocabulary & Word Recognition:** words building, synonyms, antonyms, along with the recognition of the words from the reading comprehension, stories, newspaper, etc.

**Introduction:** how one can tell about oneself effectively and attractively.

**ARTICLE:** The correct use of “a, an and the”.

**PREPOSITION:** A word or group of words used before a noun, pronoun or sometimes both to show show directions, time, place, location, spatial relationship, etc. Prepositions make the sentence look more meaningful and accurate.

**A few commonly used prepositions are as follows :**

From, In, Into, Near, Of, Off, On, To, Toward, Under, Upon, With, Within

**COLLOQUIAL PHRASES:** It is used in everyday life in general discussion to make sentences beautiful.

**STORY NARRATING ON PROVERBS:** Create a story with your logic on a proverb implementing different situations and express before students.

**CORRECT USE OF PARTS OF SPEECH:** Parts of Speech cover almost every topic which helps in making the sentence sound more accurate and perfect.

**CONDITIONAL SENTENCES:** How the sentences can be generated under the different conditions using modals and clauses.

Zero Conditional = If + present simple, .... Present simple.

First Conditional = If + Present Simple and will + Infinitive

Second Conditional = If + Past Simple, conditional (Would + Infinitive)

Third Conditional = If + past perfect and would + have + past participle

Mixed Conditional = Mixed conditionals refer to conditional sentences that include two different types of conditional modals and are unreal conditional sentences.

**IMPORTANT VERB PATTERN:** The sentences which are not based on tenses and reflect different actions.

**SPEAKING SKILLS IMPROVEMENT:** Speaking skills improvement being the main aim of the course comprises of a lot of things that are as follows:

## (First Month)

- **Speech On A General Topic**-Students will be given topics as per their level and they'll have to speak on it, which helps in developing the knowledge of the topic with reference to the environment and facing different people simultaneously.
  - My Best Friend
  - My Hometown
  - Future Plan
  - Importance Of English

## (Second Month)

- **Extempore** - A cheat is to be drawn by a student which contains a specific topic and has to be completed in a fixed time.
  - My Favorite Sports person
  - My Favorite Movie
  - My Hometown
  - My Experience In Delhi
  - Daily Routine
- **Situational Conversations** - A two-person role-play in which the character performs some regular activity or a task. It can also be called as a debate.
  1. Is Science a boon or a curse?
  2. What do you prefer more, school life or college life?
  3. Advantages & Disadvantages of T.V.
  4. Who is responsible for the corruption? People or The Government?
  5. Which is mightier? Pen or sword?

## (Third Month) - SPOKEN

- **Imaginary Incidents** - To interact with someone over a scripted story.
  - Buying Medicines At Chemist
  - Conversation Between Teacher & Student
  - Customer and Banker
  - Ordering Food At Restaurant
- **Telephonic Conversations** - Conversation using speech for informal exchange of views, ideas, information, etc. over the telephone.
  - Hotel Reservation
  - Booking Movie Tickets
  - In a Restaurant
  - Casual Conversation (Planning To Go For a Trip)
  - Making & Canceling The Order For a Merchandise
- **Story Making & Narration** - A story is to be prepared and expressed to boost one's confidence up and also helps in improving the speaking and writing skills.
  - A middle-aged woman discovers a ghost
  - The Lazy King
  - A Rotten Apple Spoils The Whole Barrel
  - Union Is Strength
  - Knowledge Is Power