

Spoken English and Communication Skills (SECS)

About the Course

Soft skills are considered as entry passport for job vacancies. Soft skills qualities are those intangible essential qualities that help to communicate, form a team, work under stress and control anger. Leadership and team building, confidence gaining and motivational qualities are valued by the employers. They look for people who are good at these qualities. In fact these soft skills are more important than hard skills when evaluating candidates for a job. One who is not only proficient in a particular job but also has the right personality stands out amongst the rest.

Module 01

Implementation of basic Grammar in sentences, Listening, Reading, Vocabulary Confidence Developing skill in speaking, Vocabulary, Motivational skill Testing and evaluating

Module 02

Communication, Reading Skills and Listening Effectively, Speaking, Focus on syllable stress Intonation and pitch Idioms Phrases and Proverbs, group discussion, confidence gaining Building Powerful Vocabulary, Testing and evaluating

Module 03

Writing Skills, Email etiquettes, Business correspondence, Extempore, Group discussions, Interview technique, Body language, Removing fear, Business vocabulary, Selling skills

Module 04

Enhanced Vocabulary, Emphasis on Verbal Communication, Effective leadership skill, Email Drafting, CV writing, Business Communication, Positive thinking

Module 05

Implementation of Grammar in day to day conversation, Vocabulary, CV writing, GD Extempore, Motivational skill, Controlling anger, Testing and Evaluating

Module 06

English for the Real world, Audio-video lessons, Personal communication with strangers, Office Colleagues, friends & relatives, Human behavior, Business communication, Telephonic communication, Speaking with clients and customers, Office meetings with superiors, Conversational skill, Presentation skills