

The following life skill courses can be chosen from:

## **A) Spoken Languages:**

**Target Participants:** Open for those who want to be fluent in **English / Hindi**.

### **1) Basic level: 25 hours (1 month)**

We help you to learn basic level English/ Hindi in 25 hours. You will be able to understand what people say to you. You will be able to communicate slowly using some commonly used words. Firstly, We use very simple technique to make you pronounce the words correctly. We also help you understand the meaning of commonly used words. After that, we help you understand basic structure of grammar (Noun, Pronoun, Verb, Preposition, Adjectives, Articles, Tenses etc) with examples. You will then learn to frame short sentences & questions. We have designed a very easy to use workbook for your use and reference. The workbook will assist you to practice regularly in a very simple manner. This way you can understand and speak slowly and clearly.

### **2) Intermediate level: 25 hours (1 month)**

This level helps you to speak the language better. At the end of this course, you will be ready to face job interviews. Practicals and group activities will help you to use tenses, prepositions, conjunctions, adjectives, adverbs and modal verbs with confidence and ease. Your word power will also improve by learning synonyms and antonyms. Role plays and scenarios will help you to become bold and smart.

### **3) Advance level: 25 hours (1 month)**

The advance level will help you to speak English with greater fluency. You will learn to use phrasal verbs, similes and idioms using different forms of speeches. You will practice with our coach to carryout meaningful conversations on topics of your choice. Your word power will increase many fold. This will help you walk on the road to success with confidence and maturity.

## **B) English (Business Communication):**

**Target Participants: Professionals**

**Course Duration:** 25 hours

**Course Description:** The course is designed to communicate in English for earning livelihood. This course will help participants to interact with colleagues and customers.

It will cover the following areas:

- Articulate sentences correctly
- Expressing views
- Developing an argument
- Initiating & closing interactions
- Persuade effectively
- Audio-visual aids shall guide faster learning
- Workbooks & test cases to practice

The course is designed to be “fun” with Role Plays and enactment using visuals  
Subsequent to course completion: Students will be able to:

- Gain confidence
- Participate effectively in discussions
- Articulate and express their views
- Read & understand reports, letters, e-mails and respond
- Prepare & deliver presentations
- Prepare minutes of a meeting, short notes etc.