

Syllabus for Intermediate

Duration- 90hrs

GRAMMAR

1. Basics of Grammar in a nutshell(sentence, phrase, clause, parts of speech)
2. Tenses
3. Direct& Indirect Speech
4. Active and Passive voice
5. Sentence structure
6. Commonly used Phrases.
7. Building vocabulary.
8. Use of Modals.
9. Synonyms & Antonyms
10. One word Substitutes.

COMMUNICATION

1. Paragraph Writing
2. Comprehension writing
3. Precise
4. Presentation on Business tycoons
5. Essay writing
6. Email & Telephonic Etiquettes.
7. Voice Modulation.

SOFTSKILLS

1. Newspaper Reading
2. Business standard Analysis.
3. Extempore
4. Role play
5. C.V.Writing
6. SWOT analysis

Interview Preparation

1. Personal Interview.
2. Group Discussion.
3. Grooming
4. Mock interviews
5. Do's & Don'ts.
6. Telephonic Interview.