

CERTIFICATE COURSE IN CONVERSATIONAL SKILLS

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Study Plan

Duration :- 1 month

Batch time:- 1 hour and 6 days a week

Week 1

- Verbs and Conjugation of Verbs
- Tenses
- Active and Passive Voice
- Revision

Week 2

- Communication Skills (Reading, Writing, Listening)
- Conversation and vocabulary building
- Debate

Week 3

- Spoken English Role Plays
- Public Speaking
- Group Discussion
- Analysis + Presentation Skills + Body Language

Week 4

- Personal Interview Techniques / Writing Skills
- Topics on Presentation
- Group Presentation/ Individual Presentation
- Feedback & Review

Dept. of Lifelong Learning and