



## BARODA PRODUCTIVITY COUNCIL



### SYLLABUS FOR ENGLISH IMPROVEMENT & COMMUNICATION SKILLS

(For hints & guidelines only)

DURATION:	2½ Months
TIMINGS:	6.30pm to 8.30pm
COURSE FEES:	Rs. 3000/-

#### Course Content:

- Spoken English Exposure
- Grammer Exposure: Sentences, Nouns, Pronouns, Prepositions, Verbs, Adverbs, Tenses and Conjunctions, Adjectives, Vocabulary Enhancement
- Phrases & Idioms
- Special Topics Exposure
- Pronunciations, diction & Intonation Exposure
- Communication Techniques – Kinesics, Proxemics & Paralanguage
- Business English Exposure ( Telephone & E-mail Etiquette)
- Business Correspondence – Report Writing
- Interview English Exposure

#### Contact

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