

TOPMANS EDUCATION AND CAREER HORIZONS (P) LTD

Course Name : **Spoken English & Communication Skills**

Eligibility : **10⁺²**

Duration : **2 Months**

Certification : **TEACH**

<i>Sl. No</i>	<i>Topics</i>	<i>Content</i>
1	<u>Self Introduction:</u> Filling up a Personal information sheet, Greetings & Wishes	<ul style="list-style-type: none">• Communicating and sharing personal information• Using pronouns and greeting
2	<u>Our Environment & People</u> Identify Pets & Animals, Role play for different professions,	<ul style="list-style-type: none">• Talking about environment and seasons• Talking about different professions
3	<u>Daily Activities:</u> Listing out daily activities and arrange them with time	<ul style="list-style-type: none">• Talking about Actions , routine work , habits and daily activities
4	<u>My Family:</u> Listing out family members. Relations and duties	<ul style="list-style-type: none">• Naming relations
5	<u>My Friends and Classmates:</u> Matching pictures with description.	<ul style="list-style-type: none">• Describing people around based on nature and appearance.
6	<u>Getting a Job / Interview for Admission in School:</u>	Reading

	Identifying various types of advertisement.	<ul style="list-style-type: none"> • Advertisement and write an application. • Preparing for an interview • Responding to questions
7	<p><u>English at different place :</u></p> <p>Making effective communication with offices and get accustomed with their work system</p>	<ul style="list-style-type: none"> • Communicating in various situations and making inquires at different places like post office, bank, airport, Hospitals etc. • Filling up of Bank Pay in Slip, Ration Card Application Forms, and Passport Forms etc.
8	<p><u>English in media watching / listening to clips for information</u></p>	<ul style="list-style-type: none"> • Listening to Radio/ TV news, watching visual training movies (cartoons etc.) • Listen and write respond
9	<p><u>Language : Comprehension and composition</u></p>	<ul style="list-style-type: none"> • Fill in the blanks • Use of similar (sounding) words • Different meanings of same word (synonyms) • Essay writing • Dictation
10	<p><u>Becoming a professional</u></p>	<ul style="list-style-type: none"> • Group discussion • Lesson from successful / greatest figures' life • Explaining aim in life • Importance of Time Management • Responsibility toward a better future • Training Games • Role Play