

## **Module 1: Language Skills and Practice Techniques**

1. Input Vs. Output
2. Imitation Technique
3. Collocations - Intro
4. Collocations - Examples
5. Collocations - Put to practice
6. Accent vs Pronunciation

## **Module 2: Effective Self-Introductions: Personal and Professional**

1. Self Intro - Personal
2. Self Intro - Professional
3. Self Intro Mistakes
4. APARNA's Self Intro
- 5.** The 30-Second Verbal Business Intro

## **Professional Communication: Presentations, Meetings, and Small Talk**

1. Opening a presentation
2. Arranging A Meeting
3. Business Idioms
4. Speaking Effectively On The Telephone
5. Making Small Talk - Professional
6. Small talk - Don'ts

## **Module 4: Professional Email and Office Communication**

1. Email Etiquettes - Professional
2. Email Etiquettes Part 2
3. Office Phrases 1
4. Office Phrases 2
5. Formal and informal words
6. Office Phrases 3
- 7.** Office Phrases 4

## **Module 5: Effective Communication: Sounds, Opinions, and Language Skills**

1. Th Sounds
2. Short o, Long o
3. Sharing Opinions in a Meeting
4. Prepositions Of Time And Place
5. Asking For Clarification (In a meeting)
6. Cause, Effect, And Affect
7. Focusing On Decisions And Time
8. Using 'Diplomatic' Language

## **Module 6: Prepositions of Place: On, In, At**

1. On
2. In
3. At

## **Module 7: Negotiation Skills: Offers and Conditionals**

1. Accepting And Rejecting Offers
2. Negotiating In Meetings- Part 1
3. Negotiating using Conditionals

## **Module 8: Pronunciation and Problem-Solving in English**

1. Schwa a sound
2. Intro to stress mistakes
3. Talking About Solving Problems
4. Phrases Using 'As'
5. D+Y = J & T + Y = CH
6. Z sound as S

## **Module 9: Meeting Communication: Reporting, Ending, and Language Use.**

1. Reporting Information in a meeting
2. Ending a meeting
3. Using Formal Or Informal Language
4. V vs. W
5. Long words ending w Y (photography)
6. Con vs. Cun

## **Module 10: Essential Phone Phrases and Vocabulary**

1. Useful phrases for phone calls - Part 1
2. Useful phrases for phone calls - Part 2
3. Useful phrases for phone calls - Part 3
4. Words ending with -age
5. Words ending with -ate

## **Module 11: Mastering Time Adverbs and Present Perfect in Emails**

1. Already
2. Just
3. Still
4. Yet
5. Present Perfect Tense For Emails (Already, yet, still))

## **Module 12: Effective Communication: Conclusions, Politeness, and Listening**

1. Making A Strong Conclusion
2. The Verbs Rise And Raise
3. Making Conversations More Polite
4. Active Listening
5. -ed suffix endings
6. NATO Alphabet

## **Module 13: Clarifying Grammar: Mistakes, Voice, and Conditional Statements**

1. Mistakes Part 1 - incomplete comparisons
2. Mistakes Part 2 - incomplete comparisons
3. Countable and Uncountable Nouns
4. Active Voice and Passive Voice
5. Questions – Open & Closed
6. Would have, Should have, Could have
7. Conditional Statements

## **Module 14: Communication Skills: Say, Tell, and Job Interviews**

1. Say vs. Tell
2. Letters D, I, Short o
3. Letters E, R, T, Y
4. Job Interview Part 1
5. Job Interview Part 2 (Than)

## **Module 15: Grammar Essentials: Apostrophes and Silent Letters**

1. Misplacing apostrophes
2. Misplacing apostrophes Part 2
3. Zoom
4. Silent letters B-H
5. Silent letters - K-W

## **Module 16: Workplace Communication: Jobs, Requests, and Gratitude**

1. Talk about your job
2. talk about your job 2
3. Requests & Complaints
4. Advice & Suggestions
5. Gratitude & Apologies

## **Module17: Essential Skills: Sounds, Comparatives, and Everyday Communication**

1. Bossy R (AR)
2. Bossy R (Er, ur, ir, or)
3. Soft Sounds - G, C
4. Comp Adj (Than)
5. Needs & Wants
6. -ed vs. -ing adjectives
7. Airport
8. Event Invitations & Plans
9. Directions

## **Module 18: Cultural Adaptations**

1. Communication and Cultural Thought Patterns
2. Time in the west vs. the east
3. East v West: Cultural Pictograms
4. Selling Yourself in the American Workplace
5. 2 Culture Keys for Customer Service