

Sessions		Modules
Chapter 1 Introduction	Lecture - 1	<p>Part A- <b>Know the course and the instructor</b></p> <ul style="list-style-type: none"> <li>• 1 What is meant by Spoken English ?</li> <li>• 2 What is English Communication Skills ?</li> <li>• 3 What is Professional Communication ?</li> <li>• 4 Benefits of the course and who needs it</li> <li>• 5 Get introduced to your instructor</li> </ul> <p>Part B- <b>Happy Morning</b></p> <ul style="list-style-type: none"> <li>• <b>6 Good morning and greetings-</b> This a very basic topic but most people do not know how to exchange greetings properly. Let's know how to start the day.</li> </ul>
Chapter 2 English as second language	Lecture -2	<ul style="list-style-type: none"> <li>• <b>7 Why English Language Essentials &amp; taken as 2<sup>nd</sup> language</b> - Importance and usage of English as an International language</li> <li>• <b>8 Let's talk about money</b> -- How to book transport / ticketing / Hotels through Online [ (Conversations )- Verbal ] Overseas.</li> </ul>
Chapter 3 Common topics	Lecture -3	<ul style="list-style-type: none"> <li>• <b>9 How to use jargons</b> - How to use proper Jargons in sentences</li> <li>• <b>10 How to avoid slangs &amp; Informal English</b> -- How to avoid slangs &amp; Informal English</li> <li>• <b>11 Basic Conversations for Breakfast &amp; Lunch:</b> The morning Breakfast and Afternoon meal, is a very important part of daily life and we want to exchange a lot of interesting words during this sessions</li> </ul>
Chapter 4 Office situations	Lecture- 4	<ul style="list-style-type: none"> <li>• <b>12 Meeting:</b> Office meeting requires a lot of talk and a lot of English too.</li> <li>• <b>13 Problematic situations:</b> Dealing with different conflicts at the office is common and we need to know the right expression</li> <li>• <b>14 Use of Affixes,Suffixes, Prefixes</b> -- How to use affixes, Prefixes , suffixes in the sentences.</li> </ul>
Chapter 5 Family and personal talk	Lecture 5	<ul style="list-style-type: none"> <li>• <b>15 Comforting others:</b> Many times, we are in a situation when we need to console others. Let's know about it.</li> <li>• <b>16 Family:</b> It is such an important part of our life but we are not aware of it much. Let's not hesitate and play our role.</li> <li>• <b>17 Education:</b> Share about your education life or career</li> </ul>
Chapter 6 Journey	Lecture 6	<ul style="list-style-type: none"> <li>• <b>18 At the Railway station- /Bus stand:</b> We cannot talk correctly if we do not know some particular terms to use at these places.</li> <li>• <b>19 At the Airport:</b> Yes, again some very specific vocabulary we need to use here.</li> <li>• <b>20 Cities:</b> Living in cities</li> </ul>

Sessions		Modules
		<ul style="list-style-type: none"> <li>• <b>21 Homophones (Similar Sounding Words)</b>- How to catch and understand Similar sounding words</li> <li>• <b>22 Audio session</b> - Listening to conversations</li> </ul>
Chapter 7 Common topic	Lecture 7	<ul style="list-style-type: none"> <li>• <b>23 Health:</b> Talking about health is a regular topic and we need to converse either with a doctor or anyone who cares about us.</li> <li>• <b>24 Shopping:</b> All love doing it. Let's know about the useful vocabulary and terms.</li> <li>• <b>25 Supermarket:</b> A place almost everyone visits to get something. But do you know how to deal with the people there?</li> <li>• <b>26 Movie time:</b> Oh! Lovely time spent! Let's know how.</li> <li>• <b>27 Visiting a doctor:</b> When you go to see a doctor do you feel comfortable with your language? No worries, I am here for you.</li> <li>• <b>28 At the restaurant:</b> I go to a restaurant almost every week. Do you know how to place an order?</li> </ul>
Chapter 8 Outside Activities	Lecture 8	<ul style="list-style-type: none"> <li>• <b>29 Holiday:</b> Know how to enjoy or share your holiday experience</li> <li>• <b>30 Dinner /Party:</b> We all love dinner or parties. We need to present ourselves nicely too. Let's talk about it.</li> </ul>
Chapter 9 Vacation & Dinner	Lecture 9	<ul style="list-style-type: none"> <li>• <b>31 Appreciating things/people:</b> These situations are unavoidable and we all want to be special while congratulating others.</li> <li>• <b>32 Correct usage of 'Also', 'As', 'As well', 'too'</b></li> <li>• <b>33 Saying Sorry:</b> Know the right expression to apologize to people</li> </ul>
Chapter 10 Expressing feeling	Lecture 10	<ul style="list-style-type: none"> <li>• <b>34 Tell me about yourself [Speaking Skills]:</b> The most common question we fail to respond</li> <li>• <b>28 Likes and dislikes-</b> You always face the question right? Let's know how to answer or inquire someone else.</li> <li>• <b>29 Saying goodbye and thanks giving</b></li> </ul>
Practice	Lecture 11	<ul style="list-style-type: none"> <li>• <b>Practicing Vocabulary -- part 1 (300 words)</b></li> </ul>
Quizzes	Lecture 12	<ul style="list-style-type: none"> <li>• <b>Practice session and Quizlets - 2.5 hrs</b></li> </ul>