***Topics covered:***

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Sentence.

Parts of speech.

Tenses.

Test

Voice.

Speech.

Mock 1

Group discussion.

Email Etiquette.

Professional etiquette.

Telephonic etiquette.

Interpersonal communication skills.

Resume building and Cover Letter.

Time management

Team work

Leadership

Grooming.

Positive thinking

Extempore

Procrastination

Making decisions

Critical thinking

Stress management

Goal setting

Mock 2

Verbal ability.

Mock 3

Exam tips and tricks

Facing the interview.

Final mock