***Topics covered:***

1. Sentence.
2. Parts of speech.
3. Tenses.
4. Test
5. Voice.
6. Speech.
7. Mock 1
8. Group discussion.
9. Email Etiquette.
10. Professional etiquette.
11. Telephonic etiquette.
12. Interpersonal communication skills.
13. Resume building and Cover Letter.
14. Time management
15. Team work
16. Leadership
17. Grooming.
18. Positive thinking
19. Extempore
20. Procrastination
21. Making decisions
22. Critical thinking
23. Stress management
24. Goal setting
25. Mock 2
26. Verbal ability.
27. Mock 3
28. Exam tips and tricks
29. Facing the interview.
30. Final mock