

## **Business English + Corporate Communication Master Plan**

*(Topics & Subtopics Only)*

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### **1. Concise & Structured Communication**

- SCQA Framework
    - Situation
    - Complication
    - Question
    - Answer
  - BLUF (Bottom Line Up Front)
  - Pyramid Principle
  - Eliminating filler words
  - Speaking in clear, short sentences
  - Structuring updates for stakeholders
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### **2. Business Vocabulary Upgrade**

- Replacing simple words with professional equivalents
- Formal verbs
- Corporate nouns
- Useful adjectives for business tone
- Transition words for meetings
- Vocabulary for:
  - Risk
  - Impact
  - Metrics
  - Recommendations

- Insights presentation
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### **3. Professional Phrases for Workplace**

- Phrases for meetings
  - Phrases for presentations
  - Phrases for asking questions
  - Polite disagreement phrases
  - Alignment & clarification phrases
  - Email communication phrases
  - Influence & persuasion phrases
  - Escalation phrases
  - Follow-up phrases
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### **4. Corporate Meeting Behaviour**

- Meeting etiquette
  - Turn-taking etiquette
  - Active listening skills
  - Note-taking skills
  - Asking clarifying questions
  - Summarizing discussion points
  - Handling conflicts politely
  - Communicating next steps
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### **5. Pronunciation & Accent Training**

- Word stress
- Sentence stress

- Intonation patterns
  - Neutral accent drills
  - Common pronunciation mistakes (Indian → Neutral)
  - Shadowing practice
  - Recording & self-correction
  - Linking words & rhythm
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## **6. Presentation & Stakeholder Communication**

- Structuring presentations
  - Explaining insights clearly
  - Storytelling with data
  - Handling Q&A confidently
  - Speaking without hesitation
  - Communicating limitations & assumptions
  - Presenting recommendations
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## **7. Confidence Building & Hesitation Removal**

- Mental frameworks for confidence
  - Techniques to avoid overthinking
  - Speaking without fillers
  - Slow & paced speaking
  - Eye contact (camera & in-person)
  - Posture & tone control
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## **8. Accent Exposure & Listening Practice**

- Listening to international speakers

- Imitation (shadowing)
  - British vs American differences
  - Practicing global neutral English
  - Improving comprehension speed
  - Listening to meetings & talks
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## **9. Real-World Practice**

- Speaking drills
- Daily practice routines
- Meeting simulations
- Pronunciation reading passages
- Mini-presentations
- Recording daily 1-minute talks
- Weekly communication challenges