

Business English + Corporate Communication Master Plan

(Topics & Subtopics Only)

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