



P@P CAREER GUIDANCE

# English Communication & Management Training Program

## 1. Program Overview

This training program is designed to improve students' English communication skills, strengthen grammar, and build fluency through structured modules. In addition, MBA students will receive specialized **Management Training** to enhance their professional and leadership abilities.

## 2. Detailed Training Modules

### Phase I – Grammar & Fundamentals (Foundation)

1. First Class (Introduction & Orientation)
2. **Be Form Verb** – Usage in sentences
3. **Be Form WH Questions** – Asking and answering questions
4. **Be Form – Understanding Level** (practice-based learning)
5. **Translation Practice with Be Form**



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## **Phase II – Tenses (Step-by-Step Approach)**

- 6–9. **Present Continuous Tense** (3 levels + practice notes)
- 10–14. **Simple Past Tense** (5 levels – usage in real-life situations)
- 15–18. **Simple Future Tense** (4 levels with examples)
- 19–21. **Simple Present Tense** (3 levels with conversation drills)
- 22–24. **Present Perfect Tense** (3 levels with application practice)
- 43–44. **Remaining 7 Tenses** – Advanced coverage and application

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## **Phase III – Practice & Application**

### **25. Overall Practice Materials**

#### **Negative Questions** (forming and practicing)

- 27–31. **Modal Auxiliary Verbs (can, may, must, should, etc.)** (5 modules)
- 32–34. **Prepositions** (3 modules with examples)
- 35–36. **Articles** (2 modules with exercises)
- 37–38. **Gerunds** (2 modules with usage practice)
- 39–42. **Conjunctions** (4 modules – combining ideas & sentences)

### **26. Passive Voice**

### **27. Relative Pronouns**



28. Infinitives

29. Verbal List Practice

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### 3. Additional Management Training (for MBA Students)

- Business Communication Skills
  - Leadership and Team Management
  - Time Management & Decision Making
  - Corporate Etiquette & Presentation Skills
  - Resume Writing & Interview Preparation
  - Group Discussion and Case Study Practice
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### 4. Methodology

- Interactive sessions with **speaking practice in every class**
- **Role plays, group discussions, and presentations**



- Real-life **case studies for MBA students**
  - Continuous assessment with feedback
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## 5. Duration & Schedule

- Total Modules: **48 (Core English + Management)**
  - Suggested Duration: **8–12 weeks** (customizable)
  - Mode: Classroom / Online / Hybrid
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## 6. Outcomes

By the end of the program, students will:

- Gain confidence in **English speaking** and professional communication.
- Master grammar and fluency for real-life and workplace contexts.
- MBA students will acquire **management and leadership skills** aligned with corporate requirements.