









Column 1	Resources (Main)	Introductory Sessions	Reading Comprehension & Writing Basics	Grammar Fundamentals	Communication & Oral Skills	Writing Skills	Vocabulary Building	Reading & Listening	Professional English Skills
TA Role:		<ul style="list-style-type: none"> Greet students warmly and explain the course structure using simple language (Hindi is also fine) Conduct simple basic assessments gently and explain that these tests help tailor the course to their needs. Make sure every student feels comfortable asking questions and expressing concerns. 	<ul style="list-style-type: none"> Choose simple reading passages and work through them with the class, clarifying any difficult words or ideas. Demonstrate basic writing techniques (like formal/informal email and SoP writing) through clear examples and templates. Conduct small-group discussions and peer-review sessions to encourage learning through collaboration. Provide friendly, constructive feedback to build students' confidence. 	<ul style="list-style-type: none"> Distribute grammar worksheets, clarify doubts, and organize quick practice quizzes (e.g., fill-in-the-blanks, sentence corrections). Introduce grammar rules (like sentence structure, tenses, and parts of speech) with everyday examples. Track common errors and give concise, targeted feedback to help students improve steadily. Gently correct mistakes and offer one-on-one support where needed. 	<ul style="list-style-type: none"> Organize fun speaking activities such as JAM sessions and group debates/discussions on simple topics that students could relate to. Listen carefully to each student, offering friendly corrections such as grammatically error or pronunciation in a sentence. Conduct activities like the Infinite Loop game to build spontaneous speaking skills in a relaxed setting. Ensure all students have opportunities to speak and share their thoughts. 	<ul style="list-style-type: none"> Provide detailed templates and step-by-step instructions for report writing, descriptive tasks, and creative exercises. Organize writing activities where students can work in groups to draft and edit their work. Offer personalized feedback and encourage multiple revisions to help each student improve. 	<ul style="list-style-type: none"> Introduce new words in context with simple definitions and clear examples. Conduct engaging vocabulary games like Taboo, Hangman, or a daily "Word of the Day" challenge. Encourage students to use new words in their writing and speaking exercises and let them know the importance of it. Praise for correct usage and gently correct mistakes to build vocabulary skills. 	<ul style="list-style-type: none"> Select fun, beginner-friendly short stories, poems, and podcasts which would be relatable to the students (Marvel, DC Harry Potter, Disney). Explain the content in simple terms. Conduct group reading and listening sessions, pausing to ask simple comprehension questions. Encourage students to discuss what they've read or listened to in small groups. Wrap up with a friendly review session to ensure understanding and reinforce key points. 	<ul style="list-style-type: none"> Simply explain what professional English (usually the tone and way of speaking is a bit different) is and why it is important. Show sample interview questions, clear email formats, and simple CV outlines. Organize role-plays and group discussions so students can practice in a friendly setting. Listen to students' responses, correct mistakes kindly, and praise their efforts. Make sure each student gets a turn to practice and ask questions. Summarize the key points learned and answer any remaining questions and provide final tips for improvement.
Objectives:		<ul style="list-style-type: none"> The first class is probably the most important one. Motive should be to become very friendly with the tutees so that they feel like they are coming to meet a friend next time more than their TA. Introduce the course, its structure, and expectations Establish a baseline of students' English skills 	Reading Skills: <ul style="list-style-type: none"> Basic reading techniques Understanding slide presentations and simple passages Making inferences from texts Recognizing key points in simplified research summaries 	Sentence Structure: <ul style="list-style-type: none"> Identifying subject, predicate, phrases, and clauses Reviewing parts of speech in simple terms 	Speaking & Listening: <ul style="list-style-type: none"> Engaging in debates and group discussions on simple topics JAM (Just A Minute) sessions where students speak for one minute on a familiar topic Fun games like "Infinite Loop" (each student starts with the last word of the previous sentence) Reading poetry to improve enunciation (using well-known, simple poems). 	Writing Techniques: <ul style="list-style-type: none"> Writing introductions and clear reports Descriptive writing using pictures (find simple images from free sites like Unsplash) Movie/Book reviews with guided structures Refining email writing with a focus on clarity and tone SoP writing: Breaking down the structure step by step Creative tasks like writing a character sketch (e.g., describing a character they dislike) 	Word Games & Daily Practice: <ul style="list-style-type: none"> Engaging in games like Taboo, Hangman, Codenames, and even a simplified version of Scrabble "Word of the Day" exercises to introduce new vocabulary Interactive games such as Wordle (optional for advanced practice) or similar beginner-friendly apps 	Reading: <ul style="list-style-type: none"> Short stories and simple poems Materials that are both engaging and at an accessible level (e.g., stories from Storynory) Listening Practice: <ul style="list-style-type: none"> Watching easy-to-understand shows like "'Mind Your Language'" (available on YouTube) Following simplified news through resources like VOA Learning English or News in Levels Listening to podcasts designed for English learners" 	Build Confidence in Professional English: <p>Help students learn to speak and write clearly in work settings.</p> Prepare for Real-Life Situations: <p>Teach them how to handle job interviews, answer common HR questions, and write professional emails.</p> Move from Basic to Intermediate: <p>Give students the skills they need to feel confident and ready for work situations.</p>

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			<p>Tools:</p> <ul style="list-style-type: none"> • Encourage the use of Grammarly (set to basic suggestions) to build self-correction habits. • Use simple guided worksheets available from websites and look for beginner sections. 	<p>Practical Writing Tasks:</p> <ul style="list-style-type: none"> • Ask students to write short diary entries about their day, then review them together focusing on grammar usage. 	<p>Interactive Games:</p> <ul style="list-style-type: none"> • Infinite Loop: A simple English antakshari where one student finishes with a word and the next student starts their sentence with that word. • Description Making: Give a random word (e.g., "tree") and have each student describe it in as much detail as possible. 		<p>Tools:</p> <ul style="list-style-type: none"> • Use Vocabulary.com for interactive word challenges designed for beginners. • Create custom flashcards using Quizlet with images and simple definitions. 	<p>Follow-Up Activities:</p> <ul style="list-style-type: none"> • Ask students to summarize what they read or heard in a few simple sentences. • Encourage discussions in pairs or small groups to reinforce understanding. 	<p>Professional Email Writing:</p> <ul style="list-style-type: none"> • Provide a simple email template that shows the parts of a professional email (greeting, body, closing). • Ask students to write a job application email using this template. • Review the emails together, pointing out strong points and areas for improvement.
				<p>Weekly Word & Grammar Focus:</p> <ul style="list-style-type: none"> • Introduce two to three new words every week with simple definitions and example sentences. • End each week with a mini-review quiz on grammar points covered. 					<p>Group Discussions/Debate s:</p> <ul style="list-style-type: none"> • Lead a discussion on what makes a good interview or email. • Ask questions like "What should you say at the beginning of an interview?" or "How do you end a professional email?" • Encourage students to share their ideas and experiences.
<p>Detailed Resources:</p> <p>We have to add this yet</p>	<p>English Grammar & Composition BY WREN & MARTIN https://icsefriends.weebly.com/uploads/1/0/1/0/101025636/english_grammar_by_wren_and_martin_-_kush_kansal.pdf</p>	<p>INTRODUCING YOURSELF:</p> <p> Introducing Yourself....</p>	<p> Slide reading</p>	<p>Sentences --> Tutorial: Ex 1 Wren and Martin Refer chps 1-4 Wren and Martin Articles --> Tutorial: Book 1: Ex 23 and 24 Wren and Martin Slides/Teaching Material: 1)https://drive.google.com/file/d/1b2hj_lmFQlq24kHZ7DXT0CteC41mLBi/view?usp=drive_link 2)https://docs.google.com/presentation/d/1rR89xGBL7F8HacBL8Sj592t2f84aVLQtuY16zev0Zdg/edit?usp=drive_link</p>	<p>https://drive.google.com/drive/folders/1Ne7Y2fyZdxCyG_H1rSrgJAQ4M-GA9c0u (this drive contains various slides for conversations module. these can be referred for communication basic)</p>	<p>Basic Tips: https://www.coursera.org/in/articles/writing-skills</p>	<p>Daily New word learning with Pronunciation and meaning in Flashcard format: https://www.vocabulary.com/lists/204981</p>	<p>Refer to the detailed reading and writing table(3) provided underneath for resources</p>	

		https://environment.delhi.gov.in/sites/default/files/inlin-e-files/ppt_on_air_dust_pollution_1.pdf (exercise)	Tenses --> <i>Simple+Continuous</i> --> Tutorial: Book 1: Ex 23 and 24 Wren and Martin https://drive.google.com/file/d/1JuPDOILs82KlvN2q0gQO_rac51jseaCx/view?usp=sharing <i>Perfect+Perfect Continuous</i> --> https://drive.google.com/file/d/1JuPDOILs82KlvN2q0gQO_rac51jseaCx/view?usp=sharing	IMPROV slides:  ELIT Conversat...	Writing Workbook/ Practice: https://writeandimprove.com/workbooks#wi-workbooks 2nd Resource: https://www.dictionary.com/					
			Auxiliaries and Modals --> Tutorial: Book 1 Ex 59 Wren and Martin Refer chp 32 Wren and Martin	TALKING TO STRANGERS:  Talking to Stran...	In-depth understanding of grammar and its importance in writing skills: https://www.ltrc.lsu.edu/pdf/Grammar3.pdf Interactive Games and Quizzes: https://www.merriam-webster.com/games					
			Refer to the detailed grammar table(2) provided underneath for resources	ROLE PLAY:  conversation.pdf	Articles from the NY Times are good. Have a read on your interesting topics: https://www.nytimes.com/section/learning					
			https://learnenglish.britishcouncil.org/grammar/english-grammar-reference : Go through the section and select it. The page's right side will have columns for in-depth study. Want to start from scratch: https://learnenglish.britishcouncil.org/grammar/a1-a2-grammar Advanced Grammar Reference: https://www.bbc.co.uk/learningenglish/advanced-grammar-guide Adjectives exercise: https://drive.google.com/file/d/1b3T5hR8td_R2g_Lbw0tmeQYEq/view?usp=sharing	PRONUNCIATION AND SENTENCE EXPRESSION:  Notes - 1.pdf						
#	Week No.	Topic	Subtopics	Exercise	Slides/ Teaching material	Slides/Teaching Material	Slides/Teaching Material			
	1	The Sentence	Subject and Predicate, Phrase and Clause, Parts of Speech	Tutorial: Ex 1 Wren and Martin	Refer chps 1-4 Wren and Martin	 Sentences - 1.pdf	 Sentences - 2.pdf			

2	Articles		Tutorial: Book 1: Ex 23 and 24 Wren and Martin	https://drive.google.com/file/d/1b2hj_lmFQlg24kHZ7DXT0CteC41mLBi/view?usp=drive_link	https://docs.google.com/presentation/d/1rR89xGBL7F8HacBL8Sj592t2f84aVLQtuY16zev0Zdg/edit?usp=drive_link	Articles & Adj... (also includes adjectives)					
3	Tenses	Simple+Continuous	Tutorial: Book 1: Ex 23 and 24 Wren and Martin	https://drive.google.com/file/d/1JuPDOILs82KlvN2q0gQO_rac51jseaCx/view?usp=sharing	tenses_worksheet_work.pdf	Worksheet.pdf (also includes articles and adjectives)					
4	Tenses	Perfect+Perfect Continuous		https://drive.google.com/file/d/1JuPDOILs82KlvN2q0gQO_rac51jseaCx/view?usp=sharing	https://drive.google.com/file/d/14_SWrsirXdocu9Q5wQsgAY1Y4ZezvSVs/view?usp=sharing						
5	Verbs	Auxiliaries and Modals	Tutorial: Book 1 Ex 59 Wren and Martin	Refer chp 32 Wren and Martin							
6	Active-Passive Voice		Tutorial: Book 1: Ex 39-44: Wren and Martin	Subject-Verb-Object (SVO) Structure - Presentation	https://drive.google.com/file/d/1VBnJGGKEDli5yPnlUaOzQO7o1uYXir3f/view?usp=sharing						
7	Subject Verb Agreement		Tutorial: Book 2: Ex 110 Wren and Martin	https://drive.google.com/file/d/1oaGdgwzj_98-rF8juBmlmwibPU34pJg/view?usp=drive_link	https://docs.google.com/presentation/d/1rR89xGBL7F8HacBL8Sj592t2f84aVLQtuY16zev0Zdg/edit?usp=drive_link						
8	Prepositions		Tutorial: Write sentences using some prepositions Book 1: Ex 67 and 69: Wren and Martin	https://www.canva.com/design/DAGTLdYL5w/upto0GGnmWoWxXiFgkwiEA/edit?utm_content=DAGTLdYL5w&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	https://drive.google.com/file/d/12RWGifZ3hF9INIoXGnlh9nUO4B5s5Avh/view?usp=drive_link						
9	Conjunction	Also do formation of complex sentences	Tutorial: Write sentences with some conjunctions Book 1: Ex 96-98, 100-101, Book 2: Ex 99-110	Ref chps 40-41 in book 1 and chp 22 in book 2 Wren and Martin							
10	Direct and Indirect Speech		Tutorial: Book 2: Ex 104-108 Convert dialogue from a movie to indirect speech	Ref chp 16 book 2 Wren and Martin							
11	Correct Usage	Nouns and Pronouns, Adjectives	Tutorial: Book 2: Ex 111-114	Refer chps 18 and 19 Wren and Martin							
12	Correct Usage	Verbs and Adverbs	Tutorial: Book 2: Ex 115-116	Refer chps 20 and 21 Wren and Martin							
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3	Infereing from passages	-	<p>ELP_Comprehension https://cpb-us-e2.wpmucdn.com/blogs.henrico.k12.va.us/dist/a/1546/files/2012/05/Inference-Updated.pdf</p>	https://www.khanacademy.org/test-prep/sat-reading-and-writing/x0d47bcec73eb6c4b:foundations-information-and-ideas/x0d47bcec73eb6c4b:inferences/a/inferences-lesson					
4	Understanding Research Papers	-	<p>students will be given a short 3-4 page paper and they will be asked questions on it</p>	https://www.sjsu.edu/writingcenter/docs/handouts/Reading%20a%20Research%20Paper.pdf					
5	Recap	Sentence structure and Grammar recap	<p>https://owl.purdue.edu/owl/exercises/sentence_structure/subject_verb_agreement/subject_verb_agreement_exercise.html https://www.liceopigafetta.edu.it/wp-content/uploads/2016/06/Quaderno-di-Inglese-Liceo-Musicale.pdf</p>	<p>Sentence Structure</p>					
6	Basics of writing	Introduction writing and essay writing	<p>Write your introduction in 50 words & Write an essay on why IIT Bombay is the best technical institute in the country</p>	<p>Fundamentals of Writing - Essay.pptx</p>					
7	Email writing	-	<p>Choose any topic from the following: Application for the role of a Teaching Assistant Application for an internship position Acting like a CR, mail to a professor about excessive work hours for the course Acting like a CR, mail to a professor for extension of a deadline</p>	<p>Email Writing.pptx https://drive.google.com/file/d/1L_S0Wm7dmcu8Q2wQsqAT1142zcvS/view?usp=sharing</p>					
8	Critical Writing	Persuasive writing & exercises	<p>Write a 300-word essay on a topic such as: "Should universities adopt online-only learning post-pandemic?"</p>	<p>Persuasive Writing</p>					
9	Summary Writing	-	<p>Write the summary for the passage given in slides</p>	<p>ELP_Summary and Precis Writing</p>					
10	SoP writing	-	<p>SoP exercise</p>	<p>SoP Writing.pptx</p>					
11	Practice	Short story writing	<p>Exercises in the presentation</p>	<p>https://www.canva.com/design/DAGTEYd_E8s/4x7bZnJiAYJ8gikRKFVIIQ/edit?utm_content=DAGTEYd_E8s&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton</p>					