

## Communication

### SESSION OBJECTIVE:

By the end of this session, students will be able to introduce themselves confidently, clearly, and in a structured manner without memorizing.

### PART 1 – Demonstration

Start with a model introduction:

“Good morning everyone.

My name is Aparna.

I am from Chennai.

I work as an English trainer.

I have been training students for the past five years.

I am passionate about helping students improve their communication skills.

My goal is to help each one of you become confident speakers.

Thank you.”

Pause.

Ask students:

Did you notice I spoke slowly?

Did you notice I paused after every sentence?

Did you notice I used simple English?

Explain:

Fluency does not mean speed.

Fluency means clarity.

## PART 2 – Structure Explanation

Write the structure on board:

Greeting

Name

Place

Education / Profession

One Interest

Goal

Closing

Explain each step clearly.

Step 1 – Greeting:

Say “Good morning” or “Good afternoon.”

Step 2 – Name:

Say “My name is Ravi.”

Do not say “Myself Ravi.”

Step 3 – Place:

“I am from Coimbatore.”

Step 4 – Education / Profession:

School: “I am studying in 10th standard.”

College: “I am pursuing B.Sc Computer Science, second year.”

Working: “I work as a software developer.”

Step 5 – One Interest:

Mention only one interest.

Step 6 – Goal:

“My goal is to become a confident speaker.”

Step 7 – Closing:

Always end with “Thank you.”

### PART 3 – Live Mistake Demonstration

Say an incorrect version:

“Myself Ravi. I am coming from Coimbatore. My hobbies are cricket, dancing, singing, reading books, watching movies. Sorry for my bad English.”

Then correct it step by step:

Correction 1:

Not “Myself Ravi.”

Correct: “My name is Ravi.”

Correction 2:

Not “I am coming from.”

Correct: “I am from.”

Correction 3:

Do not list too many hobbies.

Mention only one.

Correction 4:

Never start or end with apology.

Confidence first.

Explain why clarity is more important than complicated words.

#### PART 4 – Three Sample Introductions

Example 1 – School Student:

“Good morning.

My name is Karthik.

I am studying in 9th standard.

I am interested in science.

My goal is to become a doctor.

Thank you.”

Example 2 – College Student:

“Good afternoon.

My name is Priya.

I am pursuing B.Com, second year.

I am interested in finance.

My goal is to work in a reputed company.

Thank you.”

Example 3 – Working Professional:

“Good morning.

My name is Arun.

I work as a software engineer.

I am interested in learning new technologies.

My goal is to grow in my career.

Thank you.”

Explain differences clearly.

## PART 5 – Daily Routine Speaking Practice

Teach structure:

Morning → Afternoon → Evening

Model Answer:

“In the morning, I wake up at 6 a.m. and get ready for school.

In the afternoon, I attend my classes and complete assignments.

In the evening, I spend time with my family and revise my lessons.”

Tell students:

Do not overthink.

Describe what you actually did.

Add details like time and activities.

## PART 6 – Confidence & Body Language

Teach:

- Maintain eye contact.
- Stand straight.
- Do not rush.
- Pause naturally.
- Do not memorize like a robot.
- Avoid looking at the floor.

If nervous:

Nervousness is normal.

Confidence comes after repetition.

Practice Instruction:

Ask students to rehearse once slowly.

## SESSION SUMMARY

Self-introduction is your first impression.

Keep it short.

Keep it structured.

Speak clearly.

End confidently.

Remember:

Simple English + Clear Structure + Confidence = Strong Communication.