

# **Maa Uma Electronic Training Institute**

## **Spoken English**

**Duration: 3 Months**

**Eligibility: 1 Hr/day**

### **Syllabus:**

- **Basic of Communication**
- **Basic Grammar**
- **English for the real world**
- **Public Speaking**
- **Personality Development**
- **Interview Skill**

### **Detailed Syllabus:**

- **Basic of Communication**
  - Introduction to Communication
  - Building Vocabulary
  - Sentence Construction
- **Basic Grammar**
  - Noun, Pronoun, Adjective, Verb, Tenses, Preposition, Article, Conjunction, Punctuation.
  - Grammar usage in sentences.
- **English for the real world**
  - Everyday Communication – Introduction
  - Shopping
  - Meeting Friends
  - Travelling
  - Visiting a Doctor
  - Telephonic Communication etc.
- **Public Speaking**
  - Extempore & Group Discussion
  - Email and Business Correspondence
  - Spell check and writing Presentation

**Head Office:** 13 Jahangirabad, Near Charak Hospital, Bhopal (M.P.)

**Contact No.:** 0755-4285162

**Branches:** Bhopal, Indore, Dabra

# **Maa Uma Electronic Training Institute**

- **Interview Skills**
  - Resume Writing
  - Interview Questions and Answers
  - Mock Sessions

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