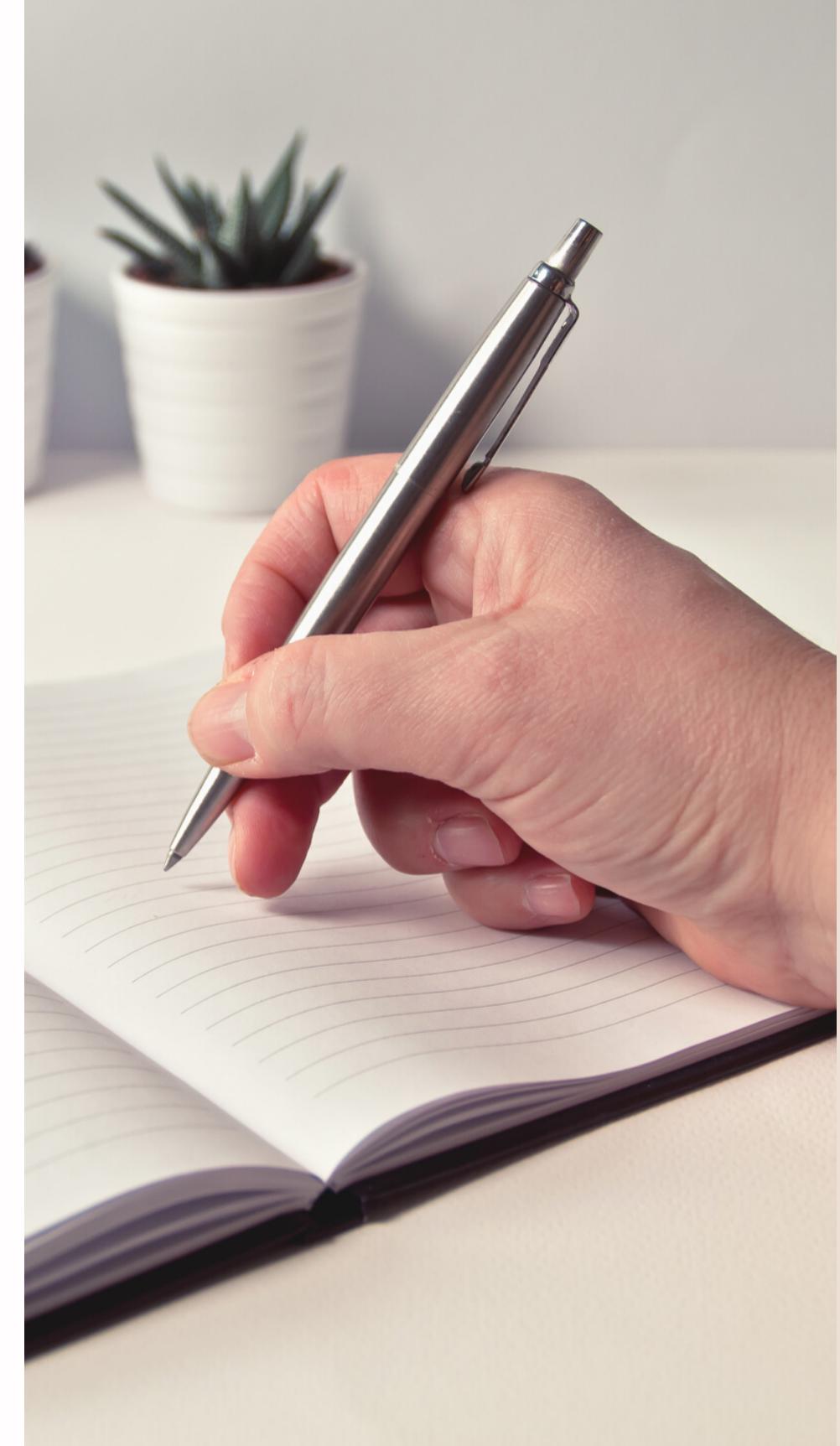


Xperience BizSkills

BizLAP 10 Day Plan

TCS INTERNAL





Guidelines

- Send an email to your faculty every day along with the workbook (with updates of the day).
- The LAP review will be conducted on the 9th day of LAP.
- Be self-organized. Keep reminders to end your break on time.



Important Links

Biz LAP series

<https://docs.fresco.me/10723429/preview>

Biz Learn series

<https://docs.fresco.me/2573683/attachment>

Day 1



Writing

Fill in the workbook.

Practice email to be sent to your faculty.

Listening

Ted talk: Secret to great public speaking.
LinkedIn - Grammar foundations - Judy
Steiner

Speaking

Faculty Connect at 2 PM
Activity - Spot five random objects and speak
about it for 2 mins each

Reading

<https://storyweaver.org.in/stories/1208-singing-in-the-rain>

Day 2



Writing

Fill in the workbook.

Practice email to be sent to your faculty.

Listening

TED talk: How I beat stage fright.

LinkedIn : Business writing principles- Judy Steiner

Speaking

Faculty Connect at 2 PM

Activity - Show and Tell (BizLAP)

Reading

<https://thoughtcatalog.com/january-nelson/2018/09/motivational-stories/>

Day 3



Writing

Fill in the workbook.

Practice email to be sent to your faculty.

Listening

Ted talk: What ping pong taught me about life
LinkedIn: Communicating with Confidence-Jeff

Speaking

Faculty Connect at 2 PM
Activity - Bizlearn series-week 1- Speaking skills

Reading

<https://learnenglish.britishcouncil.org/general-english/magazine/chocolate>

Day 4



Writing

Fill in the workbook.

Practice email to be sent to your faculty.

Listening

TED talk : How to make stress your friend.

LinkedIn : Interpersonal Communication - Dorie Clark

Speaking

Faculty Connect at 2 PM

Activity - Bizlearn series-week 2- Speaking skills

Reading

<https://learnenglish.britishcouncil.org/general-english/magazine/english-language-day>

Day 5



Writing

Fill in the workbook.

Practice email to be sent to your faculty.

Listening

TED talk: The surprising science of happiness.

LinkedIn : Developing Self-Awareness -
Gemma

Speaking

Faculty Connect at 2 PM

Activity - Bizlearn series-week 3- Speaking
skills

Reading

<https://learnenglish.britishcouncil.org/general-english/magazine/international-day-of-happiness>

Day 6



Writing

Fill in the workbook.

Practice email to be sent to your faculty.

Listening

TED talk: The power of introverts.

LinkedIn :Being an Effective Team Member
-Daisy Lovelace

Speaking

Faculty Connect at 2 PM

Activity - Bizlearn series-week 4- Speaking skills

Reading

<https://learnenglish.britishcouncil.org/business-english/business-magazine/flexible-working>

Day 7



Writing

Fill in the workbook.

Practice email to be sent to your faculty.

Listening

Ted talk: This country isn't just carbon neutral it's carbon negative.

LinkedIn: Teamwork Foundation-Chris

Speaking

Faculty Connect at 2 PM

Activity - Bizlearn series-week 5- Speaking skills

Reading

<https://learnenglish.britishcouncil.org/business-english/business-magazine/mindfulness-at-work>

Day 8



Writing

Fill in the workbook.

Practice email to be sent to your faculty.

Listening

TED talk: The disarming case to act right now on climate change.

LinkedIn:Conflict Resolution Fundamentals- Lisa

Speaking

Faculty Connect at 2 PM

Activity - Bizlearn series-week 6- Speaking skills

Reading

<https://learnenglish.britishcouncil.org/business-english/business-magazine/conflict-management>

Day 9



Writing

Fill in the workbook.

Practice email to be sent to your faculty.

Listening

TED talk : Inside the mind of a master procrastinator.

LinkedIn -Effective Listening - Tatiana

Speaking

Faculty Connect at 2 PM

Activity - Bizlearn series-week 7- Speaking skills

Reading

<https://learnenglish.britishcouncil.org/business-english/business-magazine/negotiating>

Day 10



Writing

Practice email writing -Any question of your choice.

Listening

Ted talks: The most powerful women you have never heard of.

Speaking

Activity: You are a newsreader for today.
Practice 20 mins of news reading where you can make up your own news.

Reading

<https://learnenglish.britishcouncil.org/business-english/business-magazine/building-trust>

Further learning materials



Website

<https://grammarly.com>

Learn English Sentence Master - App

Watch

<https://www.ted.com/talks>

Business English Pod - channel in YouTube

Read

<https://storyweaver.org.in/stories/1208-singing-in-the-rain>

Listen

List of Podcast in the below link.

<https://www.fluentu.com/blog/english/esl-english-podcasts/>



**Congrats
You have finished the
course.**

Keep learning