

SARASVAN INFOSOLUTIONS PRIVATE LIMITED

An ISO 9001:2015 Certified

Regd. Under MSME (Govt. Of India)

(Registration Number: 326652)

BASICS OF COMMUNICATION

1. Greeting
2. Introducing Yourself
3. Invitation
4. Making Request
5. Expressing Gratitude
6. Complimenting and Congratulating
7. Expressing Sympathy
8. Apologizing
9. Asking for Information
10. Seeking Permission
11. Complaining and Expressing Regret

ENGLISH GRAMMAR IN USE.

1. Parts of Speech and Use
2. Word Formation
3. Tenses and Use
4. Articles and Use
5. Types of Sentences
6. Synonyms and Antonyms

SPEAKING ENGLISH IN THE REAL WORLD

1. At the Temple
2. At the college Canteen or Restaurant
3. At the Grocery Shop
4. At the Police Station
5. At the Medical Shop
6. At the Bank/ Post Office
7. At the Library
8. At the Travel Agency
9. Booking a Room in a Hotel
10. At the Interviews
11. At the Railway Station

PUBLIC SPEAKING SKILLS

1. Stage Presence
2. Voice Control
3. Body Language
4. Delivery
5. Audience Relations

JOB INTERVIEW SKILLS

1. Resume Writing
2. Job Interview Question and Answers
3. Mock Interview
4. Time Management
5. Leadership