



IT EDUCATION
CENTRE

BUSINESS SOFT SKILLS



SPOKEN ENGLISH

- ▶ Basic Introduction of oneself
- ▶ Parts of speech (Noun/pronoun/verb/adjective/adverbs/conjunctions, etc.)
- ▶ Types of speech (active-passive/direct-indirect)
- ▶ Homophones/articles/punctuation/conjunctive adverbs
- ▶ Synonyms/antonyms/similes
- ▶ Idioms/proverbs/phrases

PERSONALITY DEVELOPMENT

- ▶ Group discussion
- ▶ Extempore
- ▶ Picture composition
- ▶ Sense of dressing up
- ▶ Basic body language attributes
- ▶ Pronunciation/Enunciation
- ▶ Email writing
- ▶ Report writing

Other benefits

- ▶ **FAQS-HR Round**
- ▶ **Vocabulary building**
- ▶ **Live activities to enhance confidence**
- ▶ **Self-explanatory notes**

