



IT EDUCATION
CENTRE

Spoken English



Basic

- ▶ Introduction, Parts of Speech
- ▶ Noun- Types
- ▶ Pronouns- Types, Activity
- ▶ Be form, Have form, Do form
- ▶ Adjectives and Verbs
- ▶ Simple Present Tense, Activity
- ▶ Simple Past Tense, Past experience sharing
- ▶ Simple Future Tense, Activity
- ▶ Present Continuous Tense, Past Continuous Tense
- ▶ Future Continuous Tense, Activity
- ▶ Adverbs- Types
- ▶ Prepositions
- ▶ Conjunctions, interjections
- ▶ Conditional sentences, Activity
- ▶ Present Perfect Tense
- ▶ Past Perfect Tense
- ▶ Future Perfect Tense
- ▶ Present Perfect Continuous Tense
- ▶ Past Perfect Continuous Tense
- ▶ Articles
- ▶ Modal Auxiliary Verbs
- ▶ Active and Passive Voice, exercises

Intermediate

- ▶ Group Discussion
- ▶ Debate
- ▶ Roleplays
- ▶ Presentation
- ▶ Ex-tempore
- ▶ Body language
(Gestures, posture, eye contact, Facial Expressions)
- ▶ Proverbs, Idioms and Phrases
- ▶ SWOT Analysis
- ▶ General Etiquettes

Advanced

- ▶ Time Management
- ▶ Interview Skills (Before, During, After Interview) Email Writing
- ▶ Resume writing
- ▶ Telephone etiquettes, Role plays
- ▶ Phrasal Verbs
- ▶ Presentations
- ▶ Mock Interviews