



ABHINABA INSTITUTE

Spoken English (Chayan Sir)

106/9/A, H. C. Banerjee Lane, Konnagar, Hooghly

Contact : 9231824950 / 9230450239
8902243332

Ref. No.

Date 21.8.17

To
The Principal (Dr. Anabinda Ghosh)
Udaynarayanpur Madhabilata Mahavidyalaya
Udaynarayanpur, Howrah, West Bengal - 711226

Respected Sir,

With due respect I would like to inform you that I am the academic administrator and lecturer of Abhinaba Institute, TC Goswami st 36, Goswami para, Rammohan place, Serampore, West Bengal - 712201. Abhinaba Institute has been dedicated to training school and college-level students in Spoken English and Personality Development for the last two decades.

I would like to offer a Spoken English Course along with a Career and Personality Development Course for the students of Udaynarayanpur Madhabilata Mahavidyalaya. The course synopsis and other details have been given below for your kind perusal.

Name of the course	—	Spoken English and Personality Development Course
Eligibility	—	College students
Duration	—	6 months
Learning Platform	—	classroom learning
Course fee	—	Rs. 101/- Per student
Certify Authority	—	Abhinaba Institute
Percentage required for Certification	—	70%



Spoken English and Personality Development Course Description:-

This course aims to enhance student's communication skills in English and develop their overall soft skills. It is designed specifically for college-level students who wish to improve their Spoken English proficiency and enhance their employability. The course will cover various aspects of Spoken English including grammar, vocabulary, Pronunciation and fluency. Additionally, it will focus on developing essential soft skills such as interpersonal communication, teamwork, leadership, time management and presentation skills.

Course objectives:- By the end of the course students should be able to :

1. Communicate effectively in Spoken English with improved grammar, vocabulary and pronunciation.
2. Demonstrate enhanced listening and comprehension skills in English
3. Develop fluency and confidence in Spoken English through practice and interactive sessions.
4. Apply appropriate soft skills in various professional and personal contexts.
5. Engage in effective interpersonal communication including active listening and empathy.
6. Demonstrate teamwork and collaboration skills.
7. Display effective leadership qualities and manage efficiently.
8. Deliver impactful presentations with clarity and confidence.

9. Develop the management and organizational skills.
10. Enhance their employability by improving their overall communication and skills.

Course outline :- Building a strong foundation in English

Module 1 :-

- Introduction to Spoken English and its importance
- Grammar essential ; Sentence structure, tenses, parts of Speech
- Vocabulary building ; Word formation, synonyms, Antonyms
- Pronunciation and accent improvement
- Listening comprehension exercises

Module 2 :- Fluency and confidence Development

- Speaking exercises and drills
- Conversational practice ; role plays, debates and discussions
- Expressing opinions and ideas effectively
- Public speaking techniques and strategies
- Overcoming stage fright and building confidence

Module 3 :- Soft skills for effective communication

- Interpersonal communication skills
- Non-verbal communication ; body language, facial expressions
- Active listening and empathetic communication
- Conflict resolution and assertiveness training
- Cross-cultural communication

Module 4 :- Teamwork and leadership skills

- understanding the dynamics of teamwork
- effective collaboration and co-operation
- Leadership qualities and styles
- Decision making and problem solving in a team

Motivation and conflict management within a team

Module 5:- Presentation skills and Professional Etiquette

- Structuring and organizing presentations
- Effective use of visual aids and technology
- Engaging on audience and maintaining interest
- Professional etiquette and business communication
- Networking skills and building professional relationships

Module 6:- Time management and personal effectiveness

- Setting goals and prioritizing tasks
- Managing time efficiently and avoiding procrastination
- Stress management and work-life balance
- Personal branding and self presentation
- Interview skills and resume writing.

Assessment Methods:-

- 1 In class participation and engagement
- 2 Oral presentation and speeches
3. written assignment and quizzes
- 4 Group projects and teamwork assessments
- 5 Final examination

NOTE:- The syllabus can be a customized further based on the specific needs requirements of the college and its students.

I would like to offer this opportunity to all the eligible students for their benefit. An immed response from the concerned will be highly appreciate

For further clarification you can contact me 9231824950

Chayan **ABHINABA** Chatterjee
SPOKEN ENGLISH

Thanks and regards
Chayan Bhatta Chatterjee
Academic administrator and
Abhinava Institute, Serampore



ABHINABA INSTITUTE

Spoken English (Chayan Sir)

106/9/A, H. C. Banerjee Lane, Konnagar, Hooghly

Contact : 9231824950 / 9230450239
8902243332

Ref. No.

Date 20.2.12.

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Udaynarayanpur, Howrah, West Bengal - 711226

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With due respect I would like to inform you that I am the academic administrator and lecturer of Abhinaba Institute TC Goswami St 36, Goswami Para, Rammohan Place, Serampore West Bengal 712201. Abhinaba Institute has been dedicated to training school and college-level students in Spoken English and Personality Development for the last two decades.

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Name of the course — Spoken English and Personality Development course

Eligibility — college students

Duration — 6 months

Learning Platform — classroom learning

Course fee — Rs. 101/- Per student

Certify Authority — Abhinaba Institute

Percentage required for Certification — 70%.



Spoken English and Personality Development course Description :-

This course aims to enhance students' communication skills in English and develop their overall soft skills. It is designed specifically for college-level students who wish to improve their spoken English proficiency and enhance their employability. This course will cover various aspects of spoken English, including grammar, vocabulary, pronunciation and fluency. Additionally, it will focus on developing essential soft skills such as interpersonal communication, teamwork, leadership, time management and presentation skills.

Course objectives :- By the end of the course students should be able to :

1. Communicate effectively in Spoken English, with improved grammar, vocabulary and pronunciation.
2. Demonstrate enhanced listening and comprehension skills in English.
3. Develop fluency and confidence in Spoken English through practice and interactive sessions.
4. Apply appropriate soft skills in various professional and personal skills contexts.
5. Engage in effective interpersonal communication including active listening and empathy.
6. Demonstrate team work and collaboration skills.

7. Display effective leadership qualities and manage tasks efficiently.
8. Deliver impactful presentations with clarity and confidence.
9. Develop the management and organizational skills.
10. Enhance their employability by improving their overall communication skills.

Course outline :-

Module 1 : ~~Engaging~~ Building a strong foundation in English

- Introduction to Spoken English and its importance
- Grammar essential : Sentence structure, tenses, Parts of speech
- Vocabulary building : Word formation, synonyms, Antonyms
- Pronunciation and accent improvement
- Listening comprehension and exercises

Module 2 : Fluency and Confidence Development

- Speaking exercises and drills
- Conversational practice : role plays, debates and discussions
- Expressing opinions and ideas effectively
- Public speaking techniques and strategies

- Overcoming stage fright and building confidence

Module 3 :-

Soft skills for effective communication

- Interpersonal communication skills
- Non-verbal communication : body language, facial expressions.

- Active listening and empathetic communication
- Conflict resolution and assertiveness training
- Cross-cultural communication

Module 4 :- Teamwork and leadership skills

- Understanding the dynamics of teamwork
- Effective collaboration and co-operation
- Leadership qualities and styles
- Decision making and problem solving in a team
- Motivation and conflict management within a team

Module 5 :- Presentation skills and professional etiquette

- Structuring and organizing presentations
- Effective use of visual aids and technology
- Engaging an audience and maintaining interest
- Professional etiquette and business communication
- Networking skills and building professional relationships

Module 6 :- Time management and personal effectiveness

- Setting goals and prioritizing tasks
- Managing time efficiently and avoiding procrastination
- Stress management and work-life balance
- Personal branding and self-presentation
- Interview skills and resume writing

Assessment Methods :-

1. In class participation and engagement.
2. ~~Oral~~ oral presentation and speeches
3. Written assignment and quizzes.
4. Group projects and team work assessments
5. Final examination

Note :- The syllabus can be customized further based on the specific needs requirements of the college and its students.

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9231824950

Thanks and regards
Chayan Bhattacharjee
Academic administrator and lecturer
Abhinava Institute, Secomysore
Chayan Bhattacharjee
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SPOKEN ENGLISH



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- Name of the course — Spoken English and Personality Development
- Eligibility — College students
- Duration — 6 months
- Learning platform — classroom learning
- Course fee — Rs. 101/- per student
- Certify Authority — Abhinaba Institute
- Percentage required for certification — 70%

Spoken English and Personality Development Course

Description :-

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9. Develop time management and organizational skills.
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Course outline :-

Module 1 :- Building a strong foundation in English

- Introduction to spoken English and its importance
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- Listening comprehension exercises

Module 2 :- Fluency and confidence Development

- Speaking exercises and drills
- Conversational Practice : role plays, debates and discussions
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Module 3 :- soft skills for effective communication

- Interpersonal communication skills.
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Module 4 :- Teamwork and Leadership skills

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Note:- The syllabus can be customized further based on the specific needs/requirements of the college and its students.

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Course outline :-

- Module 1 :- Building a strong foundation in English
- Introduction to spoken English and its importance
 - Grammar essential : Sentence structure, tenses, Parts of speech.
 - Vocabulary building : Word formation, synonyms, Antonyms
 - Pronunciation and accent improvement
 - Listening comprehension and exercises.

- Module 2 : Fluency and confidence Development
- Speaking exercises and drills
 - Conversational Practice : role plays, debate and discussions



- Expressing opinions and ideas effectively
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- Managing time efficiently and avoiding procrastination
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Assessment methods :-

1. In-class participation and engagement
2. Oral presentation and speeches.
3. Written assignment and quizzes
4. Group projects and teamwork assessments.
5. Final communication

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Thanks and regards
Chayan Bhattacharjee

Academic administration and lecturer
Abhinava Institute, Serampore

ABHINAVA INSTITUTE
SPOKEN ENGLISH



GEORGE TELEGRAPH SCHOOL OF SKILLS



To

The Principal

Udaynaraynpur Madhabilata Mahavidyalay

Udaynaraynpur, Howrah

Respected Sir,

The George Telegraph Training Institute is happy to inform you that we completed a Spoken English & Soft skill development course (Talk Smart) at your college premises for college students. Below is the course objectives, course outline , assessment methods, assessment marks & date. I have also attached the sample copy of certificate for students. Please provide the logo of your college for certificate.

Course Duration: 6 months (72 Hours)

Course Description: This comprehensive course is designed to enhance spoken English proficiency while also developing essential soft skills for college-level students. The course aims to equip students with effective communication skills and interpersonal abilities necessary for success in academic, professional, and personal settings. Through interactive sessions, practical exercises, and real-life simulations, students will improve their spoken English, grammar, vocabulary, pronunciation, and overall soft skills, including teamwork,

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queries@georgetelegraph.org • www.georgetelegraph.com





leadership, critical thinking, and adaptability.

Course Objectives: By the end of the course, students should be able to:

1. Communicate fluently and confidently in spoken English.
2. Demonstrate a solid understanding of grammar and vocabulary.
3. Enhance pronunciation, intonation, and accent in English.
4. Develop active listening and comprehension skills.
5. Apply effective communication strategies in diverse contexts.
6. Engage in meaningful teamwork and collaboration.
7. Demonstrate leadership qualities and problem-solving skills.
8. Cultivate critical thinking and analytical abilities.
9. Develop adaptability and resilience in dynamic environments.
10. Build self-confidence and professional demeanour.

Course Outline:

Module 1: Foundation in Spoken English

- Introduction to spoken English and its importance
- Basic grammar and sentence structure
- Vocabulary building and word usage
- Pronunciation and phonetics

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☑ Listening comprehension exercises

Module 2: Fluency and Communication Skills

- ☑ Developing fluency through speaking exercises
- ☑ Expressing ideas clearly and concisely
- ☑ Engaging in conversations and discussions
- ☑ Practicing effective turn-taking and interrupting techniques
- ☑ Non-verbal communication and body language

Module 3: Grammar and Vocabulary Enhancement

- ☑ Intermediate-level grammar concepts and usage
- ☑ Idioms, phrasal verbs, and collocations
- ☑ Expanding vocabulary through reading and word activities
- ☑ Contextual usage and nuances of English words
- ☑ Error correction and self-editing skills

Module 4: Public Speaking and Presentation Skills

- ☑ Overcoming stage fright and nervousness
- ☑ Structuring and organizing effective presentations
- ☑ Visual aids and presentation techniques



- ☑ Using voice modulation and gestures
- ☑ Handling question-and-answer sessions confidently

Module 5: Debating and Discussion Skills

- ☑ Understanding different perspectives in debates
- ☑ Constructing arguments and counterarguments
- ☑ Logical reasoning and critical thinking in discussions
- ☑ Active listening and responding to others's viewpoints
- ☑ Negotiating and reaching consensus in group discussions

Module 6: Soft Skills for Professional Success

- ☑ Interpersonal communication and active listening
- ☑ Teamwork and collaboration skills
- ☑ Leadership qualities and problem-solving abilities
- ☑ Time management and organizational skills
- ☑ Adaptability and resilience in dynamic environments

Module 7: Cross-cultural Communication

- ☑ Cultural awareness and sensitivity in communication



- ☑ Adapting language and behaviour to diverse contexts
- ☑ Communicating with international audiences
- ☑ Intercultural business etiquette and customs
- ☑ Managing misunderstandings and conflicts in cross-cultural settings

Assessment Methods:

1. Class participation and engagement in activities
2. Oral presentations and speeches
3. Group discussions and debates
4. Listening comprehension assessments
5. Written assignments and essays
6. Soft skills assessment through role plays and simulations
7. Final examination

Assessment Marks:

- 1 Theory- 50 marks (Objective type questions, grammar, writing skills)
- 2 Practical- 50 marks (Oral presentation, speeches)



Assessment Date: 25th July 2023(Tuesday)

Time: 11:00 am-2:00 pm

We are eagerly waiting for your permission.

Thanks & Regards,

Rinku Das Guchait
26/7/23

Administrative-In-Charge
The George Telegraph Training Institute
Tarakeswar Centre

Rinku Das Guchait

Administrative Incharge

The Geoprge Telegraph Training Institute

Tarakeswar, Hooghly