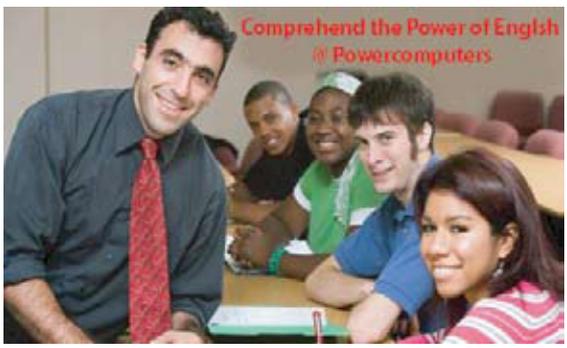


## Confidence Level

Capable enough for anyone to build confidence with the knowledge of this level with the help from the first two stages; an individual would be able to talk with confidence covering the following:

- \* Past continuous Tense: Structure, Interrogative, Negation
- \* Simple past v/s past continuous
- \* Modal auxiliaries, Obligation and Permission
- \* Character Adjectives, Inviting people, Future Plans and different Art Forms
- \* Simple Tense: uses revised, active forms, passive forms and frequent expressions
- \* Comparing simple tense and progressive
- \* Present Perfect Reviewed
- \* Active and Passive Forms
- \* Wide coverage of idioms, proverbs, similies, riddles



## Fluency Level

Once the confidence of English speaking is built, an individual will be required to speak fluently without fear. The following will be covered in this level:

- \* Conditional Structures: 1st & 2nd conditional structures
- \* Expressing regret, indirect questions & questions tags
- \* Adverbs: -Comparison of adverbs, -Too...enough, - Too/Enough + infinitive
- \* Comparison of adjectives and describing things
- \* Tenses: - Present perfect simple tense, -Present perfect and past simple tenses, -Past perfect tenses, - Present perfect continuous and simple tenses

## Command Level

An individual is in full control of English and can now communicate without any barriers or hesitations, but still it won't be enough to enjoy the use of English in the current world. The following shall be covered:

- \* Time comparison
- \* Evaluation structures; their advantages and disadvantages
- \* Character adjectives and relationships
- \* Expressing inner feelings and interjections
- \* Introducing your self in Business Environment
- \* Some structures used in connecting English sentences (conjunctions)
- \* Different types of written and spoken English
- \* Defining Relative clauses: Non-Defining Relative clauses
- \* Cleft sentences, Sequence Expressions
- \* Participle Sentences and Indirect Speech
- \* Various sayings and important structures that are used in speaking which includes: idioms, proverbs, riddles, adjectives and the like

## Professional Level

This is the final stage of the entire English course. Now an individual will be able to take the world by storm with the English taught. The candidate will have the right knowledge on how to effectively use his 'new language'. This course will assist the student in all areas of English with a special insistence on speaking Professional English. Grammar will also be visited.

The following shall be covered in this level:

### BASICS OF BUSINESS ENGLISH

- \* Business Writing
- \* Letter writing & Preparing a Resume
- \* CV writing
- \* Recommendation Letters
- \* Letter of Complaint
- \* Interview Skills

### PRESENTATION SKILLS

- \* How to prepare and give a good presentation
- \* Tips on good presentation



### GRAMMAR

- \* Words formation process in English (Suffixation and Prefixation)
- \* Sentences v/s Clauses, dictionary knowledge
- \* The difference between American & British English
- \* Pass through all Conditional Sentences
- \* Phonology transcription in English Language: sounds of English and their spellings
- \* Building the students ability in world's contemporary affairs
- \* Revision of all tenses in the English Language which includes: future perfect continuous, future perfect, past perfect continuous, present perfect continuous, present perfect tense and past perfect tense, just to mention a few
- \* Other grammatical structures that are misused daily
- \* Wide coverage of idioms, proverbs, similies, riddles and others

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