

## **TOC for 2 hours a day over 3 months (60 hours)**

### **Month 1: Foundations and Basics (24 Hours)**

#### **Week 1: Fundamentals of Advanced Verbal Communication (8 Hours)**

##### **Day 1 (2 Hours):**

- Introduction to the Importance of Advanced English in Professional Settings
- Activity: Case studies and group discussions on English in workplace scenarios

##### **Day 2 (2 Hours):**

- Building Vocabulary for Professional Contexts (Industry-specific terms)
- Activity: Vocabulary-building exercises and flashcards

##### **Day 3 (2 Hours):**

- Improving Pronunciation and Accent Neutralization (Phonetics and Common Errors)
- Activity: Pronunciation practice using online tools and peer feedback

##### **Day 4 (2 Hours):**

- Developing Fluency and Clarity in Speech (Sentence formation, tone modulation)
- Activity: Role-playing exercises and impromptu speaking sessions

#### **Week 2: Formal English Communication (8 Hours)**

##### **Day 5 (2 Hours):**

- Understanding Formal and Informal Language Differences
- Activity: Identifying formal vs. informal language in written and spoken examples

##### **Day 6 (2 Hours):**

- Structuring Formal Conversations (Meetings, Presentations, and Networking)
- Activity: Simulating networking events and drafting conversation scripts

##### **Day 7 (2 Hours):**

- Writing Formal Emails and Letters (Format, tone, and structure)
- Activity: Drafting formal emails and peer review

**Day 8 (2 Hours):**

- Practicing Professional Etiquette in Verbal Communication
- Activity: Mock scenarios for greetings, introductions, and farewells

**Week 3: Interview Preparation – Basics (8 Hours)****Day 9 (2 Hours):**

- Types of Interviews and Common Expectations (Online, panel, technical)
- Activity: Discussing different interview formats and identifying commonalities

**Day 10 (2 Hours):**

- Understanding Job Descriptions and Aligning Skills
- Activity: Breaking down job descriptions and matching skills

**Day 11 (2 Hours):**

- Frequently Asked Questions in Interviews (General and technical)
- Activity: Brainstorming possible answers to common questions

**Day 12 (2 Hours):**

- Structuring Answers for Behavioural and Situational Questions
- Activity: Drafting and presenting responses to given scenarios

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**Month 2: Intermediate and Application (20 Hours)****Week 1: Advanced Interview Techniques (8 Hours)****Day 13 (2 Hours):**

- Developing STAR (Situation, Task, Action, Result) Responses
- Activity: Practice crafting STAR responses for mock situations

**Day 14 (2 Hours):**

- Addressing Challenges and Gaps Professionally
- Activity: Discussing strategies for difficult interview questions

**Day 15 (2 Hours):**

- Handling Stress and Tackling Difficult Questions
- Activity: Mock interviews with stress-inducing scenarios

**Day 16 (2 Hours):**

- Demonstrating Teamwork and Leadership Through Examples
- Activity: Group exercises to share personal teamwork stories

**Week 2: Practice Sessions and Mock Interviews (6 Hours)****Day 17 (2 Hours):**

- Conducting Self-Assessments (Identifying strengths and weaknesses)
- Activity: Self-assessment worksheets and trainer feedback

**Day 18 (2 Hours):**

- Group Discussions and Role-Playing Scenarios
- Activity: Panel discussions and role-playing exercises

**Day 19 (2 Hours):**

- Mock Interviews with Feedback (Part 1)
- Activity: Conducting individual mock interviews with peer and trainer feedback

**Week 3: Listening and Comprehension Skills (6 Hours)****Day 20 (2 Hours):**

- Active Listening Techniques for Professional Settings
- Activity: Listening to short professional talks and summarizing

**Day 21 (2 Hours):**

- Comprehending Complex Instructions and Questions
- Activity: Exercises on interpreting instructions and answering questions

**Day 22 (2 Hours):**

- Summarizing Conversations Effectively
- Activity: Practicing conversation summarization in pairs

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**Month 3: Advanced and Completion (16 Hours)****Week 1: Presentation and Public Speaking (6 Hours)****Day 23 (2 Hours):**

- Structuring Professional Presentations (Content flow and design)

- Activity: Creating a basic outline for a presentation

**Day 24 (2 Hours):**

- Developing Confidence in Public Speaking
- Activity: Short presentations with trainer feedback

**Day 25 (2 Hours):**

- Using Visual Aids and Technology Effectively
- Activity: Designing slides and practicing their use

**Week 2: Professional Writing Skills (6 Hours)**

**Day 26 (2 Hours):**

- Drafting Professional Reports and Summaries
- Activity: Writing a short report on a given topic

**Day 27 (2 Hours):**

- Writing Resumes and Cover Letters Tailored to Jobs
- Activity: Peer review of resumes and cover letters

**Day 28 (2 Hours):**

- Proofreading and Editing for Clarity and Impact
- Activity: Editing exercises with sample documents

**Week 3: Feedback, Improvement (4 Hours)**

**Day 29 (2 Hours):**

- Understanding and Implementing Feedback from Trainers
- Activity: Reviewing trainer feedback on individual performance

**Day 30 (2 Hours):**

- Final Assessment
- Activity: Mock interviews