



Syllabus- Advance Level

Course Plan for Corporate Level

Topic 1: Pre-Check: Domain Knowledge.

Topic 2: Review of the test held under Topic1. Discussing the focus areas of the client.

Topic 3: Detailed session on prepositions.

Topic 4: Sentence structure: Understanding through Sentence Verb Agreement (SVA).

Topic 5: Intonation, Modulation of Voice, Word Emphasis.

Topic 6: Exercise on reading and random topic/speech.

Topic 7: Differently abled sounding skills.

Topic 8: Adjective grid and explanation.

Topic 9: Keep it short and simple training.

Topic 10: Nouns that are verbs.

Topic 11: Test. Convincing corporate leader. How to conduct oneself.

Topic 12: Corporate jargons. Negotiation skills.

Topic 13: Importance of the word "THE". Vocabulary.

Topic 14: Confidence building.

Topic 15: Post-check: Domain Knowledge.

Syllabus for Advanced Level

Role plays

- (1) Suppose you want to sell off your TV set on OLX and you need a buyer for the same. I am making a call. I saw your advertisement on the OLX:
- (a) How old is your TV set?
 - (b) What is the model number and the company?
 - (c) From where did you buy it?
 - (d) Do you have the original receipt for the same?
 - (e) Has it ever been repaired?
 - (f) Is it still within the warranty period?
 - (g) Are you offering any discounts on the same?
 - (h) How will you like to take the payment?
 - (i) Can you send me some pictures of it so that I can make the decision accordingly?
- (2) You have to organize the 25th wedding anniversary party for your parents. You have arranged a meeting with a wedding planner to organize the party. So strike a conversation with the planner to give him details about the event.
- (a) When is the function to be organized?
 - (b) What is your expected budget?
 - (c) What type of venue you want to choose for the function?
 - (d) What is the expected number of guests for the event?
 - (e) Which all cuisine you want to have?
 - (f) What type of decoration you want? Some special arrangements if needed please specify?
 - (g) Will you like to have dance group for performance?
 - (h) Will you like us to arrange the special cake for the day?
 - (i) What kind of return gifts you would like to have?
- (3) You are the coordinator of an institute that prepares students for the entrance level exams. A student has come to you to enquire about the course. You have to guide him and convince him to join the course at your institute?
- (a) What type of courses your institute is offering?
 - (b) What is the duration of the same?
 - (c) What is the fee structure?
 - (d) What is the strength of the batch?
 - (e) What is the qualification of the teachers?
 - (f) Do you have any other branch?
 - (g) What is the success rate of the students in the entrance exams?

- (h) What is the mode of payment?
- (i) Any discounts on lump-sum payment?

Situation analysis

- (1) You are planning to open a boutique in a posh area. You have arranged a meeting with the financier of the project to discuss about the details of the project:
 - (a) What is the expected investment required?
 - (b) Which area / location are you targeting?
 - (c) How much area is required for operations?
 - (d) What types of machinery are required for the purpose?
 - (e) Do you have contacts with the suppliers of materials?
 - (f) What kind of advertising mode will be used?
 - (g) What is the expected rate of return and the time period in which the investment would be recovered?
 - (h) How many staff members may be required for the operations?
- (2) Suppose you have a factory. You have 50 employees working since last 10-12 years. Your business is running good. Suddenly your factory catches fire. Now you have to close down the factory for a year or so. So how you will handle the situation concerning the employees?
- (3) You are a manager in a reputed company. You have an employee who hasn't been performing well. He/she is often late. He/she spends a lot of time in checking his/her private mails and websites. Yesterday you caught him sleeping. But otherwise he is a loyal employee of the firm associated with the firm since last 5 years. How you will handle his situation.
- (4) Suppose you are the head of ABC technologies One of your premium customer who accounts for 25% of your business has developed strained relations with the company over some period of time. He has been provided with the defaulted product over last 2 occasions. He has come to terminate the relations with the company. You have to wisely handle the situation.

Debating topics

- (1) Increasing number of engineering colleges. Are these a boon to the Indian economy?
- (2) Should we change the present system of education of India?
- (3) Automation will not kill jobs but change them?
- (4) Chinese products Vs India products?

- (5) Will Reliance Jio be a sustainable option in India?
- (6) Are mobile towers in residential areas harmful?
- (7) What is the effect of demonetization on the Indian economy?
- (8) How fair is the Indian taxation system?

