

## Advanced English Course

Duration 40 hours/lessons

### Lesson Plan

Lesson	Topic	Y/N
1.	1. Familiarization with course content, assessment process and course objectives. 2. Extempore: (call attention to: grammar, pronunciation, sentence structure, clarity of speech, coherence, and accent neutralization. Feedback on same, and the road ahead. HA: Vocabulary. 10 sentences with new words, (to be given.)	
2.	1. Check and correct HA. 2. Word/Vocabulary building with antonyms and synonyms. HA: Workbook activity, assign specific pages and exercises.	
3.	1. Check and correct HA. 2. Essay writing (250-300 words) HA: Workbook activity, assign specific pages and exercises.	
4.	1. Check and correct HA. 2. Word/vocabulary building with homophones and homonyms. HA: Workbook activity, assign specific pages and exercises.	
5.	1. Check and correct HA. 2. Grammar quiz. Discuss. HA: Workbook activity, assign specific pages and exercises.	
6.	1. Check and correct HA. 2. Cracking interviews: equipping, up- skilling, preparing, discuss. HA: Workbook activity, assign specific pages and exercises.	
7.	1. Check and correct HA. 2. Writing a good Resume and keeping it updated. HA: Workbook activity, assign specific pages and exercises.	
8.	1. Check and correct HA. 2. Appropriate email writing, (ABC principle). HA: Workbook activity, assign specific	

	pages and exercises.	
9.	1. Check and correct HA. 2. GK quiz. (importance of GK in interviews) HA: Workbook activity, assign specific pages and exercises.	
	<b>FIRST ASSESSMENT. (written, spoken and listening)</b>	
11.	1. Feedback, reassess focal areas. 2. Check and correct HA. 3. Getting accustomed to <i>appropriate</i> corporate/business terminology. (As opposed to jargon) give handout if needed, ex: NATO Phonetic code. HA: Workbook activity, assign specific pages and exercises.	
12.	1. Check and correct HA. 2. Precise writing. And discussion of same. HA: Workbook activity, assign specific pages and exercises.	
13.	1. Check and correct HA. 2. Presentation skills, discussion HA: Preparation with a PPT.	
14.	1. Audit PPTs. Feedback. 2. Discuss appropriate body language. HA: Workbook activity, assign specific pages and exercises.	
15.	1. Check and correct HA. 2. Becoming a Leader, taking initiative, being proactive. HA: Workbook activity, assign specific pages and exercises.	
16.	1. Check and correct HA. 2. Time Management: Planning and prioritizing. HA: Workbook activity, assign specific pages and exercises.	
17.	1. Check and correct HA. 2. Managing and Leading. Decision making, delegation, meeting time-lines. HA: Workbook activity, assign specific pages and exercises.	
18.	1. Check and correct HA. 2. Avoiding colloquy in business communication. List of redundancies. (Handout if required) HA: Workbook activity, assign specific pages and exercises.	

19.	1. Check and correct HA. 2. Vocabulary, building activity. Suffixes and prefixes. HA: On same topic.	
20.	<b>SECOND ASSESSMENT. (spoken, written and listening)</b>	
21.	1. Feedback, reassess focal areas. 2. Appropriate use of acronyms and abbreviations. HA: Workbook activity, assign specific pages and exercises.	
22.	1. Check and correct HA. 2. Telephone etiquette: Role plays. KC on learning from day 20. HA: Workbook activity, assign specific pages and exercises.	
23.	1. Check and correct HA. 2. Debate/GD. HA: Workbook activity, assign specific pages and exercises.	
24.	1. Check and correct HA. 2. Vocabulary activity. HA: Prepare PPT on a topic requiring research.	
25.	1. Audit PPTs and learner performance. HA: Workbook activity, assign specific pages and exercises.	
26.	1. Check and correct HA. 2. Up skilling, meeting criteria, and cracking IJPs. Group discussion. HA: Workbook activity, assign specific pages and exercises.	
27.	1. Check and correct HA. 2. Managing “Stress” “work life balance”. HA: Workbook activity, assign specific pages and exercises.	
28.	1. Check and correct HA. 2. Multi-tasking as opposed to complete focus. HA: Workbook activity, assign specific pages and exercises.	
29.	1. Check and correct HA. 2. Career mobility: Design or default. Group discussion. HA: Prepare for assessment.	
30.	<b>THIRD ASSESSMENT. (written, spoken, and listening)</b>	
31.	1. Feedback, reassess focal areas. One-on-one if necessary. 2. GD: Best practices, staying abreast and proactive of developments. HA: Dwell upon additional ideas.	

32.	1. Group discussion on given HA, Sharing best practices, etc. "change management". HA: Read management and motivation authors recommended.	
33.	Debate on Management topic (TBD.)	
34.	Answer queries on grammar. Meeting etiquette.	
35.	Etiquette while attending, conducting or hosting conference or teleconference calls (web x etc). Using electronic communication media.	
36.	Interacting with people of different accents. And with people of different communication levels. Being aware of sensitivities to language and culture differences.	
37.	Meeting etiquette: Mock session.	
38.	Personal awareness, personal values and change.	
39.	Answer queries on grammar if needed.	
40.	<b>FINAL ASSESSMENT. (spoken written, PPT)</b>	