



IFDA
INSTITUTE

Awards as Most Trusted
Accounts and IT Training Institute



Certification In
Spoken English
Course

**Knowledge
For Bright Future**

About Course

The English language become the second most common in India as well as globally and so many companies or organizations prioritize the English language and search for good online speakers or writers. This course will help to build confidence in yourself and enable you to present yourself in front of anyone without any hesitation by improving your listening, reading, speaking, and writing skills. At IFDA, we are aware of the need for a good command of English especially among the youth generation and in a professional environment. This course will help you to build communication skills for an interview, meetings, and other professional interactions. It will open up multiple career opportunities with a higher salary package and you'll get a reputed job.



Learning Outcomes

- You will improve your English speaking through enhanced vocabulary & pronunciation skills.
- You will be able to apply basic communication principles to effectively convey ideas, opinions, and information in spoken English.
- You will gain a solid understanding of grammar rules and apply them in English conversations.
- You will develop active listening skills to comprehend and respond appropriately.
- You will be able to develop public speaking skills effectively, including clear articulation, voice modulation, and engaging presentation techniques.
- The course will enhance your overall personality, along with confidence, self-expression, and interpersonal communication skills.
- You will acquire interview skills to confidently express yourself, answer questions, and engage in conversations during job interviews or other professional settings.
- You will be able to effectively carry out telephonic conversation skills, with professional greetings, handling inquiries, and conveying information.
- You will master the art of drafting skills by producing well-structured and coherent written communication in English, such as emails, letters, and memos.

Course Duration

Months : 3 months

Eligibility Criteria

Qualification : 10th pass

Career Opportunity

- Content Writer
- Sales Representative
- Public Relations Officer
- English Language Trainer
- Customer Service Representative
- Tour Guide
- Voiceover Artist
- Interpreter/Translator
- Call Center Representative
- Public/Motivational Speaker

Why Choose Us

- ✓ Backup class
- ✓ Expert Trainer
- ✓ Flexible Timing
- ✓ Free Library
- ✓ Practical Learning
- ✓ 100% Job Assistance

Course Content

BASIC OF COMMUNICATION

- Introduction to communication
- Building Powerful Vocabulary
- Learning sentence construction

BASIC AND ADVANCE GRAMMAR

- Part of Speech
- The English Tense System
- Phrases & Prepositions
- Conjunctions & Punctuation
- Tongue Twisters
- Synonyms & Antonyms
- Vocabulary Word
- Learn the Most Common Grammatical Mistakes
- Learn the Most Common Incorrectly Used Words
- Pronunciation Tips

PUBLIC SPEAKING

- Group discussion & Public speech
- Use gestures

DRAFTING SKILLS

- E-mail drafting
- Cover Letter
- Resume Writing

PERSONALITY DEVELOPMENT

- Manners & Etiquettes
- Building confidence
- Developing personality skills > Dress code & color pattern
- English Grammar
- Soft Skills
- Presentation & Communication skills

INTERVIEW SKILLS

- Resume writing
- Job Interview Question & Answers
- Mock sessions

CORPORATE TRAINING

- Work on the basics of your English communication
- Increasing fluency while
- Decreasing hesitation
- Role play in English
- English Improvement
- Business communication skills
- Verbal & Written communication skills
- Corporate E-Mails

TELEPHONIC CONVERSATION

Achievements



Most Trusted Accounts & IT Training Institute



Entrepreneur Of The Year 2021-22



Best Accounts & IT Training Institute



Accounts & IT Training Institute of Delhi

We are truly overwhelmed by this chance that we have received this honorable award by industry expert Mr. Jeetendra Kumar Singh (Director Of IFDA)



IFDA
INSTITUTE



IFDA Institute Welcomes You



Registered office

H-18/B, 2nd Floor, Kalkaji Main Road New, Delhi-110019



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Branches

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9+ Associated Branches



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