

## **Module I**

Communication defined - principles of effective communication- Emotional awareness

## **Module II**

Vocabulary & grammar

Tips for achieving better vocabulary- connotations- synonyms& antonyms

Roots, prefixes& suffixes-

phrasal verbs

Collocations

Idioms

Types of sentences

Transformation of sentences-

Active & passive voice

Reported speech

Simple, compound, complex sentences

The tense forms in English

Concord

Discourse markers

## **Module III**

Developing writing skills

The process of writing

Styles of writing

Characteristics of good writing

Do's & dont's of good writing

#### **Module IV**

Article writing

Essential elements - format

#### **Module V**

Report writing

Elements of report

Kinds of report

Format of reports

#### **Module VI**

Formal letters

Circulars, complaints, memos, promotional content, sales, recovery, remittances

The format of the above types of letters

#### **Module VII**

E mails

Essential elements- tips & conventions-

#### **Module VIII**

Resume writing

Essential elements- tips & conventions

**Module IX**

Meetings

Notice- agenda - drafting minutes- Action taken report

**Module X**

Letter to the Editor