



PRIMAX FOUNDATION



(Registered Under Karnataka Societies Registration Act 1960)
Reg. No. JNR-S211-2015-16, MSME Reg. No.: UDYAM-KR-03-0144791
CSR Reg. No.: CSR00038642, NITI AAYOG Reg.No. : KA/2022/0318909
Bengaluru, Karnataka, India

Organizing

50-HRS. - ONLINE

MASTERING FLUENCY IN BUSINESS & COMMUNICATION SKILL FOR STUDENTS & WORKING PROFESSIONALS



For Registration



CLICK ME

Starting Date : 12-01-2024
Every Week : Two Sessions

Friday : 6.30 pm to 8.30 pm
Saturday : 6.30 pm to 8.30 pm

About Primax Foundation, Bengaluru

Primax Foundation® was established in the year 2015 and it was registered under the Karnataka Societies Reg. Act 1960 (Reg. No JNR-211- 2015-16) with IT exemption 12A & 80G. Primax Foundation is a non-profit organization committed to the quality of Research & Training programme for the young generation living in villages. The primary aim is to ensure employability for the students and mold them to suitably fit into all aspects of corporate requirements. The Founders and the team members have expertise in the relevant areas to understand, guide and direct its clients towards fulfilling their objectives and realizing their future dreams. Primax has envisioned to provide educational & training services in the area of Training & Development for Higher Education, Entrepreneurship Education, Management Consulting and Research activities. Its initiatives have been appreciated by all the Professionals for the betterment of the Youth of our Nation.

About the Course

A warm welcome to our Business Communication Skill Course! Tailored for learners aspiring to master Business English from the fundamentals, this course is your pathway to enhancing language skills and fluency. If your objective is to achieve fluency in Business English, you're in the right place. Our course is meticulously crafted to elevate you from a novice to an expert, addressing the specific needs of individuals seeking proficiency in communication across various situations. This transformative experience focuses on making you competent in vocabulary, expressing ideas, handling interviews, and participating in social gatherings. With practical tips, clear explanations, and engaging exercises, this course ensures a comprehensive approach to language development. Immerse yourself in this course and witness the positive impact it can have on your responses, leaving others in awe of your English proficiency. No need to hesitate; face language challenges head-on.

Here's a glimpse of what our course offers:

- Over 4 hours of pre-recorded explanatory video content.
- Guided phrases to navigate diverse business situations.
- Grammar and Vocabulary tips for confident conversation.
- Techniques to introduce yourself and instill professional ethics.
- Clear explanations of confusing words for easy comprehension.
- Mastery of idioms and phrases encountered in daily life.

This course is a solution born out of an understanding of your challenges. Don't delay your desire to speak English fluently and confidently. Enroll now to access all the benefits, and feel free to reach out if you have any queries. Your language journey begins here!



Resource Person

Mr. Ajit Panicker

Life Skills Facilitator, Motivational Speaker | Author | Coach

Mr. Ajit Panicker, an accomplished International Master Life Skills Trainer and Transformation Coach, boasts a rich legacy of expertly guiding, mentoring and coaching over 170,000 individuals through a cumulative 85,000 hours over the past two decades. As the visionary Founder and CEO of The SkillKrafter Academy, a distinguished Professional Training and coaching Services company, he leads a formidable mission - to catalyze the transformation of 10 million individuals into world-class professionals by 2025.

COURSE CONTENT

- Session 1** : Introduction to English: Business Communication
- Session 2** : Introduction to English Sounds
- Session 3** : Introduction to Syllables, Modulation, Intonation
- Session 4** : Introduction to Mind Map & a Fluency Activity
- Session 5** : Introduction to Tenses
- Session 6** : 15 Minutes Recap, Fluency Activity (Why I chose Engineering) – 30 Minutes, 15 Minutes Assessment on Parts of Speech, SVO, Types of Sentences, Introduction to E-mail Etiquettes, Punctuations – 30 Minutes, Nouns – 15 Minutes, Exercise -Structure an email – 15 Minutes
- Session 7** : 15 Minutes Recap, Fluency Activity (My Organization) – 30 Minutes, 15 Minutes Assessment on Vowel & Consonant Sounds, Email Etiquette & Formatting - Email Type 1 – Official Context – 30 Minutes, Adjectives – 15 Minutes, Exercise -Structure an email – 15 Minutes
- Session 8** : 15 Minutes Recap, Fluency Activity (My Strengths & Weaknesses) – 30 Minutes, 15 Minutes Assessment on Syllables, Email Etiquette Type 3 -Writing Escalation Emails 30 Minutes, Prepositions- 15 Minutes, Exercise Structure an email – 15 Minutes
- Session 9** : 15 Minutes Recap, Fluency Activity (Detailed Work Tasks) – 30 Minutes, 15 Minutes Assessment on Modulation, Group Discussion Activity 1 – 15 Minutes (Courtesy), Verbs – 15 Minutes, Email Type – Response to Escalation 15 Minutes, Exercise Structure an email – 15 Minutes
- Session 10** : 15 Minutes Recap, Fluency Activity (How I look at my career) – 30 Minutes, 15 Minutes Assessment on Intonation, Group Discussion Activity 1 – 15 Minutes (Asking Questions- Probing), Articles – 15 Minutes, Email Type – Closure Ticket 15 Minutes, Exercise Structure an email – 15 Minutes
- Session 11** : 15 Minutes Recap, Fluency Activity (Continuous Learning) – 30 Minutes, 15 Minutes Assessment on Tenses, Group Discussion Activity 1 – 15 Minutes (Asking Questions- Probing), Articles – 15 Minutes, Email Type – Project Update 15 Minutes, Exercise Structure an email – 15 Minutes

- Session 12** : 15 Minutes Recap, Fluency Activity (How will better business communication skills help me) – 30 Minutes, Grammar Activity – Noun & Pronoun 15 Minutes, Reading Comprehension: Two Passages (60 Minutes)
- Session 13** : Mid-Course Assessment
- Session 14** : 15 Minutes Recap, Grammar Activity – Verb, Adjective, Adverb 30 Minutes, Listening Comprehension: 60 Minutes, Assessment – Tenses 15 Minutes
- Session 15** : 15 Minutes Recap, Grammar Activity – Articles, Prepositions, Conjunctions 30 Minutes, Probing – Asking Two Types of Questions and Answering – 45 Minutes, Assessment – Accent Check – 30 Minutes
- Session 16** : 15 Minutes Recap, Grammar Activity – Identify Errors & Sentence Correction 30 Minutes, Client: Mock – Real Life Office Situations with clients 45 Minutes, Listening Comprehension: 30 Minutes
- Session 17** : 15 Minutes Recap, Meeting Skills – Activities 60 Minutes, Grammar Activity – Quiz 30 Minutes, Assessment – Accent 15 Minutes
- Session 18** : 15 Minutes Recap, Report Writing -90 Minutes, Assessment on Grammar 15 Minutes
- Session 19** : Active Listening – activity, active listening techniques – paraphrasing, summarizing, clarifying by asking questions – empathy & understanding during conversations – video –
- Session 20** : Phone Etiquettes and Communication, Proper phone and video conferencing etiquette, Handling difficult or sensitive conversations professionally.
- Session 21** : Presentation Skills: Preparing and delivering effective presentations., Creating engaging slide decks and visual aids, Overcoming nervousness and public speaking fears
- Session 22** : Presentation Skills – Assessment
- Session 23** : Cross-Cultural Communication: Recognizing and adapting to cultural differences in communication. Avoiding cultural misunderstandings and potential conflicts.
- Session 24** : Feedback and Constructive Criticism: Giving and receiving feedback professionally and constructively. Strategies for handling criticism positively and using it for improvement.
- Session 25** : Final Assessment

Who can attend?

- Anyone who wants to improve their English-Speaking Skills
- Anyone who wants to learn the intricacies of English Speaking
- Anyone from beginner to Advance level who wants to enhance their English Speaking Skills

Key Information

- **Duration: 25 days (Starting From: 12-01-2024)**
- **Timings:** 6.30 PM to 8.30 PM (Online)
- **Registration fees: Rs.4,000**
- **Limited to 50 seats only**
- All participants will receive 'Softcopy of Certificate of Participation' after successful completion of the FDP
- Registration fee can be done through NEFT/IMPS Transaction (or) Googlepay/ Phonepe / Paytm only

Moral Support:

- The course is of 25 Sessions of 2 hours each, which makes it a 50 Hours Course.
- There is a Mid-Course Assessment in the 13th Session
- There is a Final Course Assessment in the 25th Session
- There are online live leader board sessions
- The Course will have live quizzes, discussions, case studies and presentations
- Free Materials & Recorded Sessions (One Month – Only View Option)
- One to One Discussion

Course Director

Dr. K.V. Ramanathan

Managing Director

Primax Foundation, Bengaluru, Karnataka

Ph: +91-9986530012