

## Communication Skills Training Content

1. **What is Communication?**
2. **How it helps?**
3. **Why Spoken English?**
4. **Types of Spoken English**  
(Professional & Conversational)
5. **English for Academic Purposes**
6. **Common Errors – Errors in Conversations**
7. **The Craft of writing (Emails, Resumes)**
8. **Functional English & Situational Grammar.**
  - a. Introducing yourself
  - b. Introducing others
  - c. Vocabulary checkup
  - d. Basic Structures
  - e. Making requests, seeking permissions
  - f. Apologies, enquiries
  - g. Giving directions
9. **Situational Grammar**
  - a. Tenses
  - b. Prepositions
  - c. Voice
  - d. Speech
  - e. Interrogatives
  - f. Error Analysis

