

### Learning English, Soft Skills & Interview Preparation

<u>Learning English</u>	
<u>Grammar &amp; Writing Skills</u>	<u>Vocabulary &amp; Comprehension</u>
<ul style="list-style-type: none"> <li>Sentence structure, tenses, active/passive voice, direct/indirect speech.</li> </ul>	<ul style="list-style-type: none"> <li>Synonyms, antonyms, idioms, reading comprehension.</li> </ul>
<u>Speaking &amp; Listening</u>	<u>Listening Skills</u>
<ul style="list-style-type: none"> <li>Pronunciation, fluency, accent neutralization, group discussions.</li> </ul>	<ul style="list-style-type: none"> <li>Active listening, note-taking, and understanding different accents.</li> </ul>
<u>Soft Skills</u>	
<u>Communication Skills</u>	<u>Personality Development</u>
<ul style="list-style-type: none"> <li>Verbal, non-verbal, and professional email writing.</li> </ul>	<ul style="list-style-type: none"> <li>Confidence building, time management, teamwork.</li> </ul>
<u>Leadership &amp; Decision Making</u>	<u>Emotional Intelligence</u>
<ul style="list-style-type: none"> <li>Problem-solving, adaptability, critical thinking.</li> </ul>	<ul style="list-style-type: none"> <li>Self-awareness, empathy, and conflict resolution.</li> </ul>
<u>Interview Preparation</u>	
<u>Resume &amp; Cover Letter Writing</u>	<u>Interview Techniques</u>
<ul style="list-style-type: none"> <li>Formatting, key skills, and achievements.</li> </ul>	<ul style="list-style-type: none"> <li>STAR method, HR &amp; technical interview preparation.</li> </ul>
<u>Group Discussions</u>	<u>Professional Etiquette</u>
<ul style="list-style-type: none"> <li>Strategy, body language, and confidence-building.</li> </ul>	<ul style="list-style-type: none"> <li>Dressing, gestures, and workplace behavior.</li> </ul>

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