

# ADVANCED LEVEL SYLLABUS

2023-24

## INSTRUCTOR INFORMATION

### Instructor

**Neha Sharma**

### Email Address

learnthelanguage09@gmail.com

### Office Location & Hours

Akhnoor, Mon to Sat [ 9 to 5 ]

THINGS LISTED ARE TO BE TAUGHT IN DETAILED MANNER

- Listening
- Speaking
- Reading
- Writing
- Professional writing
- Professional Exam Grade Grammar
- Interview Skills
- Personality development
- Confidence building
- Hesitation removal session
- Story telling sessions
- Book reading sessions
- Body language enhancement
- Group Discussions
- Public Speaking
- Picture Perception

- PowerPoint Presentation
- Resume Making
- Workplace Etiquettes
- Email Writing

