



SOFT SKILLS & **COMMUNICATION** **MASTERCLASS**



By-Udisha Mishra

Batch Starting On 17th May

Program outcome

By day 30, students should be able to:

- Introduce themselves confidently
- Hold everyday conversations in English
- Speak without long hesitation
- Participate in workplace discussions
- Answer interview questions with clarity
- Communicate professionally in spoken and written situations

Features

1. Duration: 30 days

**2. Session length:
60-75 minutes**

**3. Live speaking practice:
Monday to Friday**

4. Daily structure: concept
- guided speaking - role-play
- trainer feedback

Studyplan

Day 1 – Baseline and confidence start

- Self-introduction
- Identifying current level
- Speaking without fear of mistakes
- Simple daily conversation practice

Day 2 – Sentence formation

- subject + verb + object
- making correct simple sentences
- common daily-use verbs

Practice: “my routine,” “my family,” “my day”

Day 3 – Asking and answering questions

- WH questions
- yes/no questions
- conversation flow basics

Practice: pair conversation drills

Day 4 – Present tense in real speaking

- describing daily habits
- speaking about regular activities

Practice: “a day in my life”

Day 5 – Vocabulary activation

- common workplace and everyday vocabulary
- replacing basic repetitive words

Practice: speaking with new vocabulary

Day 6 — Pronunciation and clarity

- stress
- rhythm
- understandable speech
- common Indian pronunciation corrections

Practice: repetition and speaking drills

Day 7 — Week 1 speaking assessment

- 2-minute conversation
- fluency feedback

Day 8 — Greetings and introductions

- formal vs informal introductions
- starting conversations naturally

Day 9 — Asking for information

- directions
- requests
- inquiries
- polite language

Day 10 — Giving opinions

- expressing thoughts clearly
- agreeing and disagreeing politely

Day 11 — Conversation continuation

- asking follow-up questions
- avoiding dead-end conversations

Day 12 — Phone conversations

- call openings
- clarifying
- closing politely

Day 13 — Week 2 assessment

- café
- office
- travel
- customer interaction

Day 14 — Week 2 assessment

- practical speaking simulation
- spontaneous speaking test

Day 15 — Workplace English

- speaking with colleagues
- speaking with managers
- professional tone

Day 16 — Active listening

- understanding before responding
- response building

Day 17 — Body language and confidence

- posture
- eye contact
- voice presence

Day 18 – Reporting and explaining work

- giving updates
- describing tasks
- explaining problems

Day 19 – Team communication

- collaboration language
- polite disagreement
- group interaction

Day 20 – Time management and accountability

- prioritizing tasks
- professional habits

Day 21 – Week 3 assessment

- workplace speaking simulation
- feedback and improvement areas

Day 22 – Interview introduction

- “Tell me about yourself”

Day 23 – Common interview questions

- strengths
- weaknesses
- goals
- achievements

Day 24 – Answer structure

- speaking clearly under pressure
- avoiding memorized robotic answers

Day 25 — Public speaking basics

- organizing thoughts
- opening and closing confidently

Day 26 — 2-minute presentation

- short structured speaking
- confidence practice

Day 27 — Professional written communication

- email basics
- WhatsApp professionalism
- follow-ups
- confirmations

Day 28 — Mock interview

- full practical simulation
- personalized feedback

Day 29 — Final speaking polish

- correcting recurring mistakes
- fluency improvement
- confidence coaching

Day 30 — Final assessment and transformation review

- recorded speaking test
- before/after comparison
- action plan for next 60 days

ELIGIBILITY

- AGE - Above 18
- EARPHONE AND STABLE INTERNET

Our Price

Price: ~~₹5,999~~

₹2,499



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