SIEGER TRAINING INDIA

English Language Program

48 – 72 Hours Module, for First / Second Year Students

"We never teach Grammar inside the class, but we Expect Students to present us the exact one through our activity based facilitation"

Training duration:

48 -72 Hours / 8 – 12 Days Highly Interactive Program

Training Schedule:

- English grammar and common vocabulary
- English sound system (vowels, consonants…), basic communication skills (Listening, Speaking, Reading, Writing)
- Communication skills, thinking and presentation skills…etc., and Language for specific purposes

Objectives

- To help student's overcome his natural shyness and nervousness.
- Explain how self – image affects one's feelings, attitudes and behaviour.
- To introduce the Students to the sound system of English language (vowel, consonants…)
- To provide the Students with common vocabulary (verbs, nouns, adjectives, adverbs…) and basic grammar (tenses, voices….) of English;
- To improve the four English skills (Listening, Speaking, Reading, and Writing) of the Students;
- To provide a venue for the Students to practice English and hone their language skills; and
- Understanding self and others – Attitude Awareness and Apply communication techniques. Describe the steps in preparing presentation.
- Develop an all-round personality with a mature outlook while conversing with others
- Perform effectively thereby enhancing the brand image of the college.
- To achieve proficiency in English for all major course works.
- Identify the behavioural manifestations of self-discipline.

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Course Outline

English Language for communication

	FOCUSED CONTENTS	OBJECTIVES
1	- Parts of speech - Sentence elements	- Understand and define correct parts of speech and their functions; - Understand and define correct sentence elements; - Produce correct sentence (in writing and speaking).
2	- Simple present tense and signal words - Adverbs of frequency - Pronouns - Simple past tense and signal words - "..used to.." - Yes/No questions	- Understand the formation and usage of the Simple present tense and Simple past tense and produce correct sentences; - Understand and use correct signal words in Simple present tense and Simple past tense; - Understand the formation of Yes/No questions and produce correct questions.
3	- Present continuous tenses and signal words - "Wh-" questions - Past continuous tense and signal words - Present perfect tense and signal words	- Understand the formation and usage of the Present continuous - tense, Past continuous tense and Simple past tense and produce correct sentences; - Understand and use correct signal words in Present continuous tense, Past continuous tense and Simple past tense; - Understand the formation of “Wh-” questions and produce correct questions.
4	- Past perfect tense and signal words - Future simple tense and signal words	- Understand the formation and usage of the Past perfect tense and Future simple tense and produce correct sentences; - Understand and use correct signal words in Past perfect tense and Future simple tense.
5	- Voices (Passive and Active) - Modal verbs	- Understand the formation and usage of the Passive voice and - produce correct sentences; - Understand the use, meanings and functions of the modal verbs and produce correct sentences.

6	- Relative clauses - Gerunds and infinitives	- Understand the formation and usage of the Relative clauses and - produce correct sentences; - Understand the kinds, use, meanings and functions of gerunds and infinitives and produce correct sentences.
7	- Comparisons of Adjectives and Adverbs	- Understand the formation and usage of different degrees of - comparison (equality, comparatives and superlatives) of adjectives and adverbs and produce correct sentences; - Understand and remember the irregular adjectives and adverbs in different degrees of comparison.
8	- Conditional sentences - Direct and indirect speeches	- Understand the formation and usage of different kinds of conditional sentences and produce correct sentences; - Understand the formation and usage of indirect speech and produce correct sentences
9	**Consonants** - Single consonants, Consonant blends, - Consonant digraphs - Final consonant blends and digraphs - Silent consonants - Variant consonants, Double consonants **Vowels** - Short vowels, Long vowels - Vowel digraphs, Diphthongs - Vowel controlled by "-r" - Vowels in word endings	- Understand the consonant and vowel systems of English language ; - Produce correct sounds, stresses and intonation of English language;
10	**Structural analysis** - Plurals - Inflected endings - Homonyms, Homographs - Contractions, Compound words **Affixes** - Prefixes - Suffixes **Syllables** - Syllable rules - Affixes as syllables	

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Learning methods:

Teaching, learning and assessment are designed to enable participants to achieve the course objectives described above. While part of any session is likely to involve direct teaching, the emphasis is on Students participation and Trainer will encourage Students to take part actively in discussion and in tasks.

- Reading which includes:
  - ✓ Skimming, scanning, detailed reading, guessing unknown words from context, understanding text, recognizing argument and counter-argument; distinguishing between main information and supporting detail, fact and opinion, guess versus facts; summarizing and note-taking.
- Writing includes:
  - ✓ Content and structure (organization, paragraphing, sentence and supporting ideas, logic and cohesion, punctuation).
  - ✓ Functions (generalization, definitions, exemplification, classification, comparison and contrast, cause and effect, process and procedure, interpretation of data).
  - ✓ Style (passive constructions, avoiding verbosity)
- Listening includes:
  - ✓ General comprehension (listening for gist, listening for detailed information, evaluating the importance of information).
  - ✓ Lectures (identifying the topic and main themes, identifying relationships among major ideas, comprehending key information).
- Speaking includes:
  - ✓ Seminar skills (agreeing and disagreeing, clarifying, questioning, concluding).
  - ✓ Presentation skills (introductions and stating the purpose, signposting, highlighting key points, summaries, conclusions).

Students' competence in skills development is measured by their ability to understand and produce spoken & partially written language in an automotive industry context, to perform the following tasks:

- reading and understanding English language;
- writing letters in an appropriate style;
- listening to and comprehending spoken language
- speaking to colleagues, faculties, outsiders, officials and in interviews

Independent learning:

Students are expected to spend time studying outside the class, and we provide guidance, facilities and materials to help them develop their expertise as pre-intermediate language learners. For this course, they are asked to consolidate their class work, to read, watch or listen to material in English, to prepare exercises and activities for the class, to write assignments, undertake projects and generally acquire a repertoire of effective language learning strategies.

Methods of assessment:

Assessment is by coursework (40%), which integrates the following:

- Individual and group oral presentations
- Oral interactions (including pair work)
- Written tests and tasks of various length (letter, notes)
- Listening/ viewing
- Communicating the gist of simple reading passages
- Essays & Comprehensions
- Translation of simple texts.

A measure of classroom participation, progress and motivation accounts for 20% of the overall assessment. A final exam comprising listening comprehension, an extract for rendering into English and an oral topic accounts for 40% of the total credit.

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Other Details:

- Invoice will be raised on the beginning of the training course and full payment must be made on the last day of the training course;
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only;
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only;
- CLIENT will have to arrange training venue, LCD, Speakers, Mike on their own;
- CLIENT will arrange for trainers Tea / Coffee and Lunch during the training Days;
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable;
- CLIENT will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training;
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client;
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of CLIENT and CLIENT shall not entertain Sieger Group Trainer's or their Associates to facilitate the training program directly without prior written approval of Sieger Training Consultants (P) Limited;
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices;