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**VIJAY KUMAR CHIRUTHA**

**SPOKEN ENGLISH COURSE,  
INTERVIEW SKILLS &**

**CORPORATE SPOKEN ENGLISH**



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**SPOKEN ENGLISH  
INTERVIEW SKILLS  
CORPORATE SPOKEN  
ENGLISH**

## SPOKEN ENGLISH COURSE, INTERVIEW SKILLS & CORPORATE SPOKEN ENGLISH - TOPICS

### LEVEL 1 – BEGINNER (A1-A2)

**Objective: Build basic vocabulary, pronunciation, and simple sentence structures**

#### Module 1: Introduction & Basics

- English Alphabets & Sounds (Phonetics)
- Basic Greetings & Introductions
- Self-introduction (name, age, location, profession)
- Common expressions (please, thank you, sorry)

#### Module 2: Everyday Conversations

- Daily routine phrases (morning, evening, night)
- Talking about weather, time, and dates
- Asking for directions & shopping dialogues
- Classroom/office interaction basics

#### Module 3: Vocabulary & Grammar Basics

- Common nouns, verbs, adjectives, and adverbs
- Simple Present / Past / Future tense
- Articles (a, an, the)
- Pronouns & prepositions

#### Module 4: Listening & Pronunciation

- Basic listening exercises (audio clips)
- Common pronunciation mistakes
- Stress, intonation, and rhythm

## SPOKEN ENGLISH COURSE, INTERVIEW SKILLS & CORPORATE SPOKEN ENGLISH - TOPICS

### LEVEL 2 – INTERMEDIATE (B1)

Objective: Improve fluency, sentence formation, and confidence in conversations

#### Module 5: Daily Life & Social Situations

- Shopping, traveling, dining out
- Making appointments & telephone conversations
- Asking for help & giving instructions

#### Module 6: Grammar & Sentence Construction

- Present Continuous & Present Perfect tense
- Question formation (Yes/No, Wh- questions)
- Modals (can, could, should, must)
- Comparatives & superlatives

#### Module 7: Vocabulary Expansion

- Common phrasal verbs & idioms
- Synonyms, antonyms, and homonyms
- Words for emotions, opinions, and feelings

#### Module 8: Listening & Speaking Practice

- Listening comprehension exercises
- Role-plays & dialogue practice
- Pronunciation drills (th, r/l, s/z sounds)

## SPOKEN ENGLISH COURSE, INTERVIEW SKILLS & CORPORATE SPOKEN ENGLISH - TOPICS

### LEVEL 3 – ADVANCED (B2-C1)

Objective: Achieve fluency, accuracy, and confidence in professional and formal contexts

#### Module 9: Professional & Academic English

- Workplace communication (meetings, presentations, emails)
- Interview preparation & telephonic English
- Academic discussion & debate skills

#### Module 10: Advanced Grammar & Usage

- Conditionals (0, 1st, 2nd, 3rd)
- Passive voice & reported speech
- Complex sentences & connectors (although, however, despite)
- Common mistakes & corrections

#### Module 11: Vocabulary & Idioms

- Business & technical vocabulary
- Advanced idioms, phrases, and expressions
- Collocations & word formation

#### Module 12: Listening, Reading & Speaking

- Listening to podcasts, news, and speeches
- Reading comprehension (newspapers, articles)
- Group discussions & presentations
- Storytelling & situational speaking

## SPOKEN ENGLISH COURSE, INTERVIEW SKILLS & CORPORATE SPOKEN ENGLISH - TOPICS LEVEL 4 – FLUENCY & CONFIDENCE (C1-C2)

Objective: Master fluent communication, public speaking, and cultural nuances

### Module 13: Public Speaking & Presentations

- Structuring speeches & presentations
- Voice modulation & body language
- Audience engagement & Q&A handling

### Module 14: Debate & Argumentation

- Formal debates & discussion
- Persuasive language & reasoning
- Expressing opinions diplomatically

### Module 15: Advanced Listening & Accent Training

- Accent neutralization (optional)
- Listening to native speakers & mimicking
- Intonation, pauses, and stress for clarity

### Module 16: Real-Life Communication

- Business meetings, negotiations
- Travel & international communication
- Social & cultural nuances in English conversation

## SPOKEN ENGLISH COURSE, INTERVIEW SKILLS & CORPORATE SPOKEN ENGLISH - TOPICS

### Corporate Spoken English

#### LEVEL 1 – FOUNDATION (Beginner / Elementary)

**Objective: Build basic English communication for corporate environments**

#### Module 1: Introduction to Corporate English

- Importance of English in the workplace
- Greetings, introductions, and small talk
- Polite expressions & corporate etiquette

#### Module 2: Workplace Vocabulary & Phrases

- Common office vocabulary (emails, meetings, telephonic terms)
- Phrases for greetings, requests, and instructions
- Positive and professional language

#### Module 3: Basic Grammar & Sentence

##### Construction

- Simple Present, Past, Future tenses
- Common prepositions and articles
- Sentence structure for clarity

#### Module 4: Listening & Pronunciation

- Understanding native accent & workplace dialogues
- Correct pronunciation & intonation
- Common mistakes and corrections

## SPOKEN ENGLISH COURSE, INTERVIEW SKILLS & CORPORATE SPOKEN ENGLISH - TOPICS

### Corporate Spoken English

#### LEVEL 2 – INTERMEDIATE (Conversational & Functional)

**Objective: Improve fluency and confidence in day-to-day corporate interactions**

#### Module 5: Telephonic & Email Communication

- Making and receiving calls professionally
- Telephonic etiquette (hold, transfer, inquiry)
- Writing professional emails (formal & semi-formal)

#### Module 6: Meetings & Discussions

- Phrases for meetings (agreeing, disagreeing, suggesting)
- Expressing ideas clearly and concisely
- Taking notes & summarizing discussions

#### Module 7: Vocabulary & Idioms for Business

- Common business idioms & phrases
- Professional expressions for reporting, presenting, and negotiating
- Polite refusals, requests, and feedback

#### Module 8: Listening & Speaking Practice

- Role-plays: client calls, team discussions, interviews
- Listening to corporate conversations
- Pronunciation & accent exercises

## SPOKEN ENGLISH COURSE, INTERVIEW SKILLS & CORPORATE SPOKEN ENGLISH - TOPICS

### Corporate Spoken English

#### LEVEL 3 – ADVANCED (Professional / Business Fluency)

**Objective: Handle high-level business communication confidently and professionally**

#### Module 9: Presentation Skills

- Structuring presentations
- Using formal and persuasive language
- Body language, voice modulation, and audience engagement

#### Module 10: Negotiation & Persuasion

- Negotiation strategies and phrases
- Persuasive communication techniques
- Handling objections and conflict resolution

#### Module 11: Reporting & Formal Correspondence

- Writing reports, proposals, and minutes of meetings
- Formal letters and business documentation
- Summarizing and paraphrasing

#### Module 12: Advanced Listening & Accent

##### Neutralization

- Listening to webinars, podcasts, and corporate speeches
- Accent reduction & neutralization
- Intonation, stress, and clarity for effective communication

## SPOKEN ENGLISH COURSE, INTERVIEW SKILLS & CORPORATE SPOKEN ENGLISH - TOPICS

### Corporate Spoken English

#### LEVEL 4 – EXPERT (Leadership & Client Communication)

**Objective:** Master corporate communication for leadership, client interaction, and international contexts

#### Module 13: Client Interaction & Business

##### Networking

- Telephone & video conferencing etiquette
- Building rapport and small talk with clients
- Professional networking phrases

#### Module 14: Negotiation & Presentation Mastery

- Handling tough questions and objections
- Persuasive pitches & deal closure
- Storytelling in business context

#### Module 15: Corporate English Etiquette

- Politeness strategies & cultural nuances
- Email & chat etiquette in multinational corporations
- Professional conduct in meetings and presentations

#### Module 16: Real-Life Simulation & Assessment

- Mock presentations, meetings, and client calls
- Group discussion & team communication exercises
- Feedback & performance assessment

## SPOKEN ENGLISH COURSE, INTERVIEW SKILLS & CORPORATE SPOKEN ENGLISH - TOPICS

### Interview Skills Training

#### LEVEL 1 – FOUNDATION (Understanding Interviews & Self-Assessment)

Objective: Understand the interview process and build self-awareness

#### Module 1: Introduction to Interviews

- **Types of interviews: HR, Technical, Group, Panel, Telephonic, Video**
- **Purpose of interviews: Selection criteria and employer expectations**
- **Stages of the interview process**

#### Module 2: Self-Assessment

- **Identifying strengths & weaknesses**
- **SWOT analysis (Strengths, Weaknesses, Opportunities, Threats)**
- **Career goals and personal branding**

#### Module 3: Resume & Cover Letter Preparation

- **Resume formats and key sections**
- **Highlighting achievements and skills**
- **Tailoring resume for specific job roles**

### Interview Skills Training

#### LEVEL 2 – COMMUNICATION & PERSONALITY DEVELOPMENT

**Objective: Enhance verbal and non-verbal communication for interviews**

#### Module 4: Verbal Communication Skills

- **Clear, concise, and confident speech**
- **Answering questions effectively (STAR method – Situation, Task, Action, Result)**
- **Handling tricky questions**

#### Module 5: Non-Verbal Communication

- **Body language, posture, and gestures**
- **Eye contact and facial expressions**
- **Professional dressing & grooming**

#### Module 6: Personality Development

- **Confidence-building techniques**
- **Emotional intelligence in interviews**
- **Positive attitude & stress management**

## SPOKEN ENGLISH COURSE, INTERVIEW SKILLS & CORPORATE SPOKEN ENGLISH - TOPICS

### Interview Skills Training

#### LEVEL 3 – INTERVIEW PRACTICE (Mock Interviews & Situational Skills)

**Objective: Gain hands-on experience through simulation and practice**

#### Module 7: Frequently Asked Questions (HR & Technical)

- **HR questions: Tell me about yourself, strengths & weaknesses, salary expectations**
- **Technical questions: Role-specific queries**
- **Situational & competency-based questions**

#### Module 8: Mock Interviews

- **Individual mock interviews with real-time feedback**
- **Video recording & analysis**
- **Common mistakes and corrections**

#### Module 9: Group Discussion Skills

- **GD format, rules, and evaluation criteria**
- **Topic analysis, articulation, and confidence**
- **Speaking vs listening balance in a group**

## SPOKEN ENGLISH COURSE, INTERVIEW SKILLS & CORPORATE SPOKEN ENGLISH - TOPICS

### Interview Skills Training

#### LEVEL 4 – ADVANCED INTERVIEW STRATEGIES

**Objective:** Master advanced techniques for leadership, senior-level, and high-pressure interviews

#### Module 10: Behavioral & Situational Interviews

- **STAR & CAR (Challenge, Action, Result) techniques**
- **Handling behavioral & scenario-based questions**
- **Problem-solving & decision-making questions**

#### Module 11: Telephonic & Video Interviews

- **Etiquette and technical setup**
- **Voice modulation, clarity, and articulation**
- **Professional background & visual presentation**

#### Module 12: Post-Interview Strategies

- **Thank you emails and follow-ups**
- **Reflecting on performance**
- **Negotiation skills (salary & benefits)**



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- We have well Experienced and Capable Trainers/Lectures/Mentors
- We give the best content to cover all your academic course syllabus and its practical knowledge
- We give 2 to 3 Assignments everyday to our students which helps the more interactivity with training course and its knowledge
- We explains the 5 to 10 PYQs of all stages of examination process and letting the students to know to how the Examiners framing the questions based each topic

# THANK YOU SO MUCH

CONTACT US

**+91 - 868616 2009**

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**HYDERABAD**



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