



NTI TECH ACADEMY

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Communications Skills

● Courses Offered

- Spoken english
- Interview Skills
- Business Communication Skills
- IELTS Preparation

● Spoken English

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- Grammar (Tense, Subject Verb Agreement, Conditionals etc.)
- Fluency Enhancing Activities
- Exposure to commonly used words in daily communication
- Learn how to structure your speech
- Word Stress & Intonation
- Group Discussions, Role Play, Extempore & other speaking activities

Duration: 35 hours

● Interview Skills

- Resume & CV building
- How & what to research about the organization
- Dressing Sense, Body Language & Tone to be used during interviews
- Preparing yourself for commonly asked questions
- How to negotiate about salary in best way

Duration: 5 hours

Website – www.ntitechacademy.com

Phone no – 07662-482289

Address: LIG - 2/21/422, Nehru Nagar, Rewa, Madhya Pradesh 486001



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● **Business Communication Skills**

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- Presentation Skills
- Feedback Sharing Skills
- Idioms & Phrases in English
- Email Etiquette
- Managerial Skills
- Body Language
- Tone & Word Stress

Duration: 20 hours

● **IELTS Preparation**

- Grammar to improve verbal & written English Skills
- Structuring Techniques to improve writing skills
- Audio based learning to improve listening skills
- Practicing different techniques to approach Reading Comprehension
- Practicing Descriptive & Closed Ended Questions to improve speaking capability

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Duration: 40 hours

● **Benefits**

- Group as well as One o One sessions available
- Morning/Afternoon/Evening time slots for training
- Not more than 8 trainees in one group class
- Free extension of course by 10 hours in case of any such requirement
- Lifetime assistance provided free of cost for any specific interview preparation or corporate presentation

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