

The Principal
HMV
Jalandhar

Subject: Report of Course Completion of
Spoken English & Personality Development
Course.

Respected Madam

This is to bring to your notice
under HMV Competitive Examination Hub
40 hours of Spoken English and Personality
Development Course was organized for 1 month
Details of the Course:

Course Name: Spoken English and Personality
Development

Course Coordinator: Mrs. Binoo Gupta

Course Incharge: Mrs. Ritu Bajaj

Teaching Faculty: Ms. Yamini Kukreja,
Ms. Himani Bhalla

Duration: 40 hrs (from 1st March - 12th April 2024)

Class Schedule - 1-6 days

Timings: 2:20 pm - 3:00 pm (taken by Ms. Himani)
3:00 pm - 3:40 pm (taken by Ms. Yamini)

Total No. of Sessions - 40

1 session - 60 minutes

Total minutes - $40 \times 60 = 2400$ minutes (40 hrs.)

During the course a comprehensive curriculum was covered that included the following topics:

- 1) Basic Grammar and Vocabulary
- 2) Debate and Discussions
- 3) Conversational English
- 4) Listening and Speaking Exercises
- 5) Role Plays and Group Discussions
- 6) Pronunciation and Accent Improvement.

Various teaching methods were employed to ensure effective learning, such as interactive discussions, audiovisual aids and practical exercises.

Thanking You

Faithfully Yours

Ritu Bajaj
Associate Prof. in English