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### COURSE CATALOGUE



#### Mission:

To offer High quality, Interactive classes in a stimulating environment by giving distinctive training modules based on the evolving industry demands.

#### Vision:

A global vision is to be the best in the Worldwide English language industry. By Giving Opportunities for students of all the levels of different age groups to learn English



#### TIME ENGLISH TRAINING ACADEMY

## About us :

Time English Training academy was started with a one point objective to provide an excellent training to impart students to communicate clearly so that vagueness and ambiguity could be avoided in communication and business correspondence. Professionals and entrepreneurs find this course highly helpful. Personal guidance would be extended to those weak in English language. The courses have been designed to suit the Indian learners.

## The Time Edge:

Our Spoken English course is designed to improve the fluency of High school students, ITI students, Diploma holders, Insurance agents, Professionals, Housewives & similar many others. Simplified grammar with basic vocabulary focusing on conversational skills is practiced to perfection. Morning and Evening classes will be scheduled according to the student convenience. We have classes from 7.00 A.M to 9.00P.M. Special batches for housewives to utilize their free time & Weekend.

### Infrastructure

The training is provided by a team of highly qualified staff. We use the most modern methods for teaching and our classes are equipped with ultra modern Audio-Video aid facilities. Our academy also has a library that has an abundant supply of materials required for the students to get through these tests. We focus on the students' needs, guiding them throughout, helping them to come out in flying colors.



A unique Weekend English course for your loved ones.



A unique weekend course offered for Students / Kids who are willing to secure good marks in their exams and to improve their vocabulary to speak English fluently.

Training through colorful picture books, songs, writing techniques & phonetic practice

Performing interactive games and quizzes in class to enable students to learn English in a more fun filled, enjoyable and relaxing way.

Allowing free conversation in the class and encouraging the young students to speak more in English to enable them to be fluent in speaking English.

**Duration : 10 Weeks** 

Course Fee : Rs. 1250/- only. (Inclusive of Service Tax)



#### **The Training Programme**

- Word Formation
   Sentence Formation
- Rhyming Alphabets / Phonetic Alphabets
- Cardinal / Ordinal Number
- Simple Straight sided / Triangle / 3D Shapes
- Using Verbs to describe the weather
- Wild Animals / Birds / Fruits / Vegetables
- Gender
- Fun in English words
- Day/Time / Months
- Articles
  - **Be-Form Verbs**
  - Tenses
  - Modal Words
- Let, Allow, Permit
- Letter Writing

- Conjunction
- Prepositions

# ENGLISH

A Basic English course for the beginners of all age groups



This course is very much essential for the students who are poor in reading, creating words, making sentences or who have studied in Kannada / Marathi / Hindi / Urdu medium.

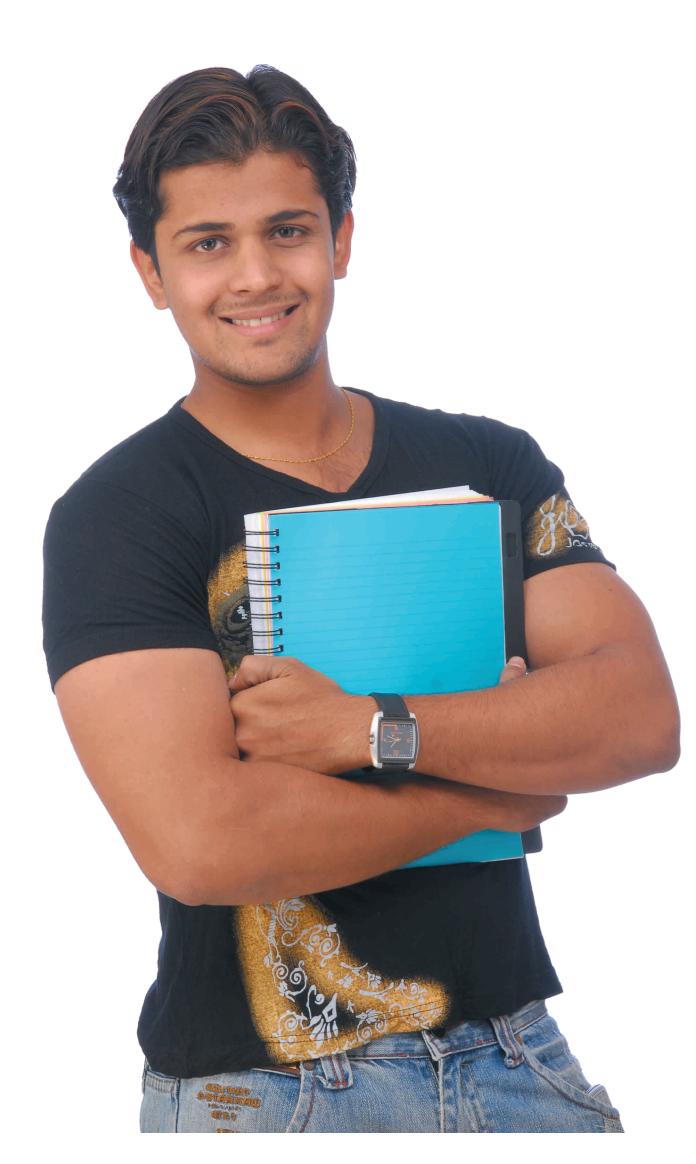
This is the Basic English course for the people who want to learn the basics of English like word building, making sentences, learning grammar and basic vocabulary with simplified methods.

#### HIGHLIGHTS

- \* TIME T-Shirt
- \* TIME Executive Bag
- \* TIME Manual
- \* TIME Note Book

#### **Duration : 1 Month**

Course Fee : Rs. 1250/- only. (Inclusive of Service Tax)



#### **Starters**

The Training Programme comes as basic English

#### **Basic English**

- Alphabets Vowels & Consonants
- The Rhyming alplabets / Phonetic alphabets
- Word building : Two, Three, Four -Letter combination common words.
- Common punctuation
- Numbers (Singular / Plural)
- Names of Animals
- Names of places
- Family Relationship
- Telephonic calls Common English phrases
- Tenses
- Articles
- Time Words
- Shapes
- Instructions



A unique English course designed to match today's WOMEN



To be a woman in a man's world is tough. But in every field Indian women have shown their talent and shown they can be tough too. From being a home maker to a pilot, the sky is the limit for Indian women. In the male dominated corporate corridors of India, women have still been able to make their mark.

Till five years ago, people used to say, "If you are trying to balance a career and a family in today's industry, it's a little difficult to do that because it is such a demanding industry." But now we can say that women are juggling their professional and personal lives perfectly. But smart work, dedication and the ability to adapt has changed all this.

If in spite of all these factors, if women are able to succeed, it is because of absolute determination. Time English Training Academy is proud to be a part of the movement.

This English package designed especially for housewives to enable them to utilize their free time constructively by learning English and further developing her capabilities and talents.

The Training Package comes in Two steps.

The HOUSE-1 and The HOUSE-2

**Duration : 2 Months** 

Course Fee : Rs. 3100/- only. (Inclusive of Service Tax)



#### **HOUSE-1**

- Articles or Determiners
- Introduction to Grammar & Part of Speech
- Usage of Be-forms Positive & Negative
- Yes/No Beforms and Wh. Questions
- Tenses
- Behavioural words (Modals)
- Conjunctions
- Let, Permit, Allow
- Passive Voice
- Passive infinitive And Modal Passive
- Indirect Speech
- Conversational Tips.
- Letter writing /Letter of Complaint
- Job applications / Covering Memo / RESUME

#### HOUSE -2

- Saying Hello/good Bye
- About me in short
- About me in detail
- Saying about Family
- Effective Vocabulary
- Talking about your town
- Places
   Presentation Skills Workshop
- Introducing likes & dislikes
- Talking about your daily activity
- Present. Past Future
- Expressing Time
- Expressing Gratitude 

   Expressing Sorry
- Saying Yes
   Directions /Instructions
- Conversation at Shopping
- Visiting Hotel
- Conversation @ Railway station/Bus stop/ Air port.
- Dialogue Mode Conveying the messages
- Group Discussions. How to create a story.



A English course for people who know how to read & write



In this world every person wants success and money because these are important factors in our life. have you ever thought about effective ways to further build up your career by giving your professional status in life a new spin ?

In a world which has truly become a global village, the youngsters today find it challenging to make the right choice among the millions of career opportunities abounding today.

Effective English course is designed to tackle the problem of speaking English fluently. This special course is for the people who know how to read and write, but they are unable to express fluently in English.

The Training Programme comes in two steps

LADDER - 1

LADDER - 2

**Duration : 2 Months** 

Course Fee : Rs. 3100/- only. Inclusive of Service Tax)

#### LADDER - 1

- Articles or Determiners
- Introduction to Grammar & Part of Speech
- Usage of Be-forms Positive & Negative
- Yes/No Beforms and Wh. Questions
- Tenses
- Behavioural words (Modals)
- Conjunctions
- Let, Permit, Allow
- Passive Voice
- Passive infinitive And Modal Passive
- Indirect Speech
- Conversational Tips.
- Letter writing /Letter of Complaint
- Job applications / Covering Memo / RESUME

#### LADDER - II

- Saying Hello/Good Bye
- About me in short
- About me in detail
- Saying about company/organisation
- Effective Vocabulary
- Talking about you and your interest
- Places 
  Presentation Skills Workshop
- Talking about your daily activity
- Present. Past Future
- Expressing Time
- Expressing Gratitude 

   Expressing Sorry
- Saying Yes Directions /Instructions
- Conversation at Shopping
- Visiting Hotel
- Conversation at Railway station/Bus stop/ Air port.
- Dialogue Mode Conveying the messages
- Group Discussions. How to create a story.
- Mock Interview.



A English course to become a successful professional



Gone are the times when people used to choose a career and stick to it all life long, when job stability, not the career growth prospects, used to be the only reason for choosing the career and at those times government job used to be the highest priority and the only time people used to leave their job was, retire from it. With changing times, one has to constantly enhance the skill set to prove, as the need of the hour may be to keep oneself still hot and sought after.

Executive English course is offered to Professionals / Executives / Businessman / Entrepreneur which would help them to fulfill their dreams and they would be the best in their work place and to achieve success in their carrier and lives.

The Training Program comes in two steps. The Phase One & The Phase Two.

#### **Duration : 2 Months**

Course Fee : Rs. 3100/- only. (Inclusive of Service Tax)



#### PHASE -1

- Articles or Determiners
- Introduction to Grammar & Part of Speech
- Usage of Be-forms Positive & Negative
- Yes/No Be forms and Wh. Questions
- Tenses Conjunctions
- Behavioral words (Modals)
- Let, Permit, Allow
- Passive Voice
- Passive infinitive And Modal Passive
- Indirect Speech
- Conversational Tips.
- Letter writing /Letter of Complaint
- Job applications / Covering Memo / RESUME

#### PHASE -2

- Saying Hello/good Bye
- About me in short / detail
- Saying about company/organisation
- Talking about you and your interest
- Presentation Skills Workshop
- Talking about your daily activity
- Present. Past Future
- Expressing Gratitude / Sorry
- Saying Yes
- Directions /Instructions
- Body language / Etiquettes
- Grooming the Customers
- DATE Principle / Adaption Ladder
- Team / Good Listener
- Dialogue Mode
- Conveying the messages / Open-Close Ended Questions
- Group Discussions.
- Mock Interview.
- Public Speeches



A Short Term Course For Interview Skills



#### WANTED We are looking for talented,

self-motivated individuals who are ambitious

If you are reading this very offen you need to join this course

This is the unique short-term job interview skills course offered who are aspiring to be the part of MNC's / Corporate World.

This course will help you to take an edge over others in an interview and you can prove that you are the right candidate for the suitable Job.

#### HIGHLIGHTS

- \* Complimentary TIE
- \* TIME Executive Bag
- \* TIME Manual
- \* TIME Note Book
- \* TIME CD
- \* 200+ Resume Samples
- \* 200+ CV Samples
- \* 50 Job Application Samples

#### **Duration : 1 Months**

Course Fee : Rs. 1500/- only. (Inclusive of Service Tax)



## Skills ne

- Your Resume is the First Interface with
- Human Resource

- Campus Interviews
- Phone Interview Tips
- Type of Questions
- **Common Mistakes**















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