

20/Apr/2015

**The Management,
Lions Matriculation Higher Secondary School,
Virudhunagar.**

Sub: Proposal for conducting Communication skills training for faculty - BCC

Beehive Communication Club imparts a highly participative and influential communication skills training for faculty. Our objective is to create a positive difference in the confidence level and the conversational ability of the staff members who directly influence the students with the acquired skills. Students are like wet cement. Anything that falls on them makes an impression. We aim at creating that impression, beautiful and valuable through the teaching community.

Kindly consider this as our proposal for training the faculty of Lions Matriculation Higher Secondary School, Virudhunagar.

Vista 2015 – Stage: Greenhorn

Number of sessions: 32
Duration of a session: 1 Hour

Session split up:

Grammar and Vocabulary: 15 Sessions
Spoken communication: 14 Sessions
Other Soft skills: 3 Sessions

Cost per participant: Rs.1,100/-

Requisition:

We request you to provision us with the enlisted amenities which would help us conduct the classes effectively.

1. Hall with LCD projector equipped with audio system.
2. White board/Black board in the hall.

We proffer

Comprehensive assessments
A detailed performance report

A. Shyamraj B.Tech., M.S.,

Training Head,

Beehive Communication Club

+91 97502 07464 | a.shyamraj@gmail.com

Vista 2015 - Stage: Green horn Training Modules

Module	Topic	Objective
Grammar (The Abacus of English – A research model of BCC)	14.2% - What’s so interesting about Grammar (An Introduction to the Abacus of English) Life table (Sentence formation) Questions (Application based) Y/N Questions WH Questions Tags 3 Ps – Prepositions/Possessives/Punctuations Degrees of comparison <u>Mapping over the life table:</u> Direct speech/Indirect speech Active voice/Passive voice (Application based) That’s Idiomatic – Idioms and phrases	To introduce the participants to the basics of grammar and help them acquire quality in the language. These lessons form the base for effective writing and speaking. Grammatical excellence results in the confident use of the language.
Spoken skills	5 Project speeches Self-Introduction Organize your script Tone variation and body language Using visual aids Statistical speech Impromptu speeches	Successive project speeches throughout the programme would help the faculty, gain an everlasting touch with the lessons learnt in Grammar and Soft skills. It also eradicates stage fear in oneself completely.
Other soft skills	Effective Communication The true mirror – The Direct and Indirect influences of a teacher Guru Devo Bhava – Being the ‘Super’ of the student!	To groom the personality of the participants to match the professional requirements of the institution. This also helps the teachers earn more confidence and boldness in their approach.