

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Youth Skill Development Program (PMYSD)

"Skills for All"



Course Contents / Lesson Plan
Course Title: Certificate in IELTS
Duration: 3 Months

Trainer Name	
Author Name	<ul style="list-style-type: none"> • Ms. Faiza Kashif (IELTS Trainer), International Teachers Academy, Lahore • Ms. Saadia Syed, Lecturer, Punjab TEVTA
Course Title	Certificate in IELTS (3 Months)
Objectives and Expectations	<p>Employable skills and hands-on practice in Certificate in IELTS (3 Months)</p> <p>This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through practical training delivery by a team of dedicated professionals having rich market/work experience. It is primarily aimed at equipping the trainees to perform commercially in a market space in an independent capacity or as a member of a team.</p> <p>The course, therefore, is designed to impart not only technical skills but also soft skills (i.e. interpersonal/communication skills; personal grooming of the trainees, etc).</p> <p>Main Expectations:</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market-centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each trainee to prepare them for such market roles during/after the training.</p> <p>Language Proficiency:</p> <ul style="list-style-type: none"> • Develop and enhance participants' proficiency in English, focusing on grammar, vocabulary, pronunciation, and overall language skills. • Improve the ability to express ideas clearly and coherently in both written and spoken English. <p>Exam Preparation (IELTS):</p> <ul style="list-style-type: none"> • Equip students with the necessary skills to excel in each section of the exams, including listening, reading, writing, and speaking. • Provide targeted instruction and practice specifically tailored to the International English Language Testing System (IELTS) to ensure participants are well-prepared for the exam. <p>Communication Skills:</p> <ul style="list-style-type: none"> • Foster effective communication skills, both written and verbal, in various contexts to improve participants' ability to express ideas clearly and coherently. • Enhance cultural awareness and sensitivity to enable participants to communicate effectively in diverse English-speaking environments. • Foster an understanding of cultural nuances in English communication to facilitate effective interaction in diverse professional settings. • Develop cross-cultural communication skills to prepare students for global workplace environments. <p>Employability Skills:</p> <ul style="list-style-type: none"> • Equip participants with language skills essential for professional success, including writing cover letters, and participating in job

interviews.

- Cultivate language skills specifically tailored for professional and workplace communication.
- Enhance skills such as effective email writing, business correspondence, and professional presentation in English.

- i. Specially designed practical tasks to be performed by the trainees have been included in Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session, etc. so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.
- ii. To materialize the main expectations, a special module on **Work Ethics** has been included in the latter part of this course (3rd month). Moreover, the trainees would also be encouraged to venture into self-employment and be exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.

To maintain the interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational Lectures
- Success Stories

These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and a proper record of the same will be maintained. Suffice it to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem-solving abilities of the trainees.

(i) Motivational Lectures

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture. To inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic roles & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey the message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees fit so that the situation is actionable by trainees and does not represent a just idealism.
- Ending Points to persuade the trainees to change themselves.

A good motivational lecture should help drive creativity and curiosity, and spark the desire needed for trainees to want to learn more.

The impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees'

	<p>willingness to be engaged in the practical tasks for a longer time without boredom and loss of interest because they can see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).</p> <p>As this tool is expected the training providers would make arrangements for regular well-planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.</p> <p>Course-related motivational lectures online link is available in Annexure-II.</p> <p>(ii) Success Stories</p> <p>Another effective way of motivating the trainees is using Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.</p> <p>A success story may be disseminated orally, through a presentation, or using a video/documentary of someone who has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieves his goal through hard work, dedication, and devotion. An inspiring success story contains compelling and significant facts articulated in clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. The optimum impact is created when the story is revealed in the form of:-</p> <ul style="list-style-type: none"> • Directly in person (At least 2-3 cases must be arranged by the training institute) • Through an audio/ videotaped message (2-3 high-quality videos must be arranged by the training institute) <p>It is expected that the training provider would collect relevant high-quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.</p> <p>The suggestive structure and sequence of a sample success story and its various shapes can be seen in Annexure III.</p>
<p>Entry-level of trainees</p>	<p>For an advanced course English Language (IELTS) proposed entry level is minimum Matriculation and above. So expectations from the trainees are:</p> <ul style="list-style-type: none"> • Have basic knowledge of the English Language
<p>Learning Outcomes of the course</p>	<p>By the end of this course, students will be able to:</p> <p>Language Proficiency:</p> <ul style="list-style-type: none"> • Demonstrate an advanced level of proficiency in the English language, encompassing grammar, vocabulary, and syntax. <p>Effective Communication:</p> <ul style="list-style-type: none"> • Communicate ideas clearly and coherently in both written and spoken English, with a focus on precision and appropriateness for different contexts. <p>Listening Skills:</p> <ul style="list-style-type: none"> • Develop strong listening skills to comprehend a variety of accents and spoken English in diverse contexts, such as lectures, discussions, and interviews. <p>Reading Comprehension:</p> <ul style="list-style-type: none"> • Exhibit the ability to comprehend and analyze complex written texts, including academic articles, business reports, and literary works. <p>Writing Proficiency:</p>

	<ul style="list-style-type: none"> Produce well-structured and articulate written content, including essays, reports, and summaries, with attention to organization, coherence, and academic or professional style. <p>Speaking Skills:</p> <ul style="list-style-type: none"> Demonstrate effective speaking skills in both formal and informal settings, with an emphasis on pronunciation, intonation, and clarity of expression. <p>IELTS Exam Readiness:</p> <ul style="list-style-type: none"> Prepare for and perform well in IELTS exams by mastering the specific skills required for each section, including listening, reading, writing, and speaking. <p>Business and Professional Communication:</p> <ul style="list-style-type: none"> Apply language skills to various professional communication scenarios, including business emails, presentations, and meetings. Understand and navigate cultural nuances in English communication, fostering the ability to communicate effectively in diverse multicultural environments. <p>Critical Thinking:</p> <ul style="list-style-type: none"> Develop critical thinking skills through the analysis and evaluation of complex texts, arguments, and ideas presented in English. <p>Self-directed Learning:</p> <ul style="list-style-type: none"> Cultivate the ability to engage in self-directed learning, including independent research, language practice, and continuous improvement beyond the course duration. Collaborate effectively with peers in group activities, discussions, and presentations, showcasing the ability to work in diverse teams. Utilize digital tools and resources for language learning, research, and communication, demonstrating proficiency in digital literacy skills. <p>Reflective Practice:</p> <ul style="list-style-type: none"> Reflect on personal language learning progress, identify areas for improvement, and actively seek opportunities for ongoing language development.
<p>Course Execution Plan</p>	<p>The total duration of the course: 3 months (12 Weeks) Class hours: 4 hours per day Theory: 20% Practice: 80% Weekly hours: 20 hours per week Total contact hours: 260 hours</p>
<p>Companies offering jobs in the respective trade</p>	<p>ESL (English as a Second Language) Teacher:</p> <ul style="list-style-type: none"> Teach English to non-native speakers in language schools, community colleges, private institutions, or online platforms. <p>IELTS Instructor/Trainer:</p> <ul style="list-style-type: none"> Prepare students for the IELTS exam by guiding exam strategies, practice tests, and language skills improvement. <p>Content Writer/Editor:</p> <ul style="list-style-type: none"> Create and edit content in English for websites, blogs, publications, or marketing materials, ensuring clarity, correctness, and effective communication. <p>Trainer:</p> <ul style="list-style-type: none"> Conduct training sessions for professionals on effective business

	<p>communication, English language skills, and cross-cultural communication in a corporate setting.</p> <p>Customer Service Representative:</p> <ul style="list-style-type: none"> • Work in customer service roles that require strong communication skills, especially in industries with an international clientele. <p>Interpreter/Translator:</p> <ul style="list-style-type: none"> • Facilitate communication between individuals who speak different languages, either in person or remotely, ensuring accurate and culturally appropriate interpretation or translation. <p>Content Development Specialist for E-learning:</p> <ul style="list-style-type: none"> • Create instructional content for e-learning platforms, designing courses that enhance English language skills for diverse audiences. • Provide expertise in English language usage, grammar, and communication strategies to individuals or businesses seeking language-related consultation. • Assist in the recruitment process for international companies by evaluating candidates' language proficiency and communication skills. <p>Tour Guide/Travel Industry Professional:</p> <ul style="list-style-type: none"> • Work in the tourism industry, guiding international visitors and providing assistance in English, especially in regions with a high number of tourists. <p>Freelance Writing or Editing:</p> <ul style="list-style-type: none"> • Offer freelance writing or editing services to clients, producing high-quality content or refining existing materials. <p>Communication Specialist:</p> <ul style="list-style-type: none"> • Work in public relations, marketing, or corporate communication roles, developing and implementing communication strategies with a focus on clear and effective language use. • Contribute to language assessment organizations by participating in test development, evaluation, and standardization processes. • Engage in roles that involve international collaboration, where strong English language skills are essential for effective communication and project implementation.
Job Opportunities	<ul style="list-style-type: none"> • Language Teacher • Trainer • Customer Service Representative: • Interpreter/Translator • Tour Guide/Travel Industry Professional: • Communication Specialist: • Content Writer/Editor
No of Students	25
Learning Place	Classroom /Language Lab
Instructional Resources	<p>1. Writing Skill (Task 1)</p> <p>The video provides the overview of writing skills (Task-1) of IELTS</p> <ul style="list-style-type: none"> • https://www.ieltsbuddy.com/ielts-writing-task-1-samples.html

2. Writing Skill (Task 2)

The video provides the overview of writing skill (Task-2) of IELTS

- https://www.ieltsadvantage.com/2023/01/15/ielts-writing-task-2-sample-essays/?gad_source=1&gclid=CjwKCAiAs6-sBhBmEiwA1NI8s3wvZCGSvRvt_rXkls6DjbyxdQnch6-WdPdKako0ipjFZ_0VT8EkWxoCqdkQAvD_BwE

3. Listening Skill

The video provides an overview of the Listening skill (Task-1) of IELTS. It also contains practice sessions.

- https://www.ieltsadvantage.com/ielts-listening-practice-questions/?gad_source=1&gclid=CjwKCAiAs6-sBhBmEiwA1NI8s0ovna8b1OC60sVFjDo6sAFk7FF49L2fWkpucGDn_IhuuGN9EMeFxxoCRakQAvD_BwE

4. Reading Skill (Acad & GT)

The video provides an overview of the Reading skills (Both Academic and General Training) of IELTS. It also contains practice sessions as well.

- https://www.britishcouncil.pk/exam/ielts/prepare?utm_source=google&utm_medium=search&utm_campaign=exams-all-ielts-sa-pk-regional-sem&utm_content=sem-campaign&gclid=CjwKCAiAs6-sBhBmEiwA1NI8s4ypIeNfTHQp4U-KVKua46SCH6Ke4bXqjVyu_pQ0HberzixrXFhkgBoC99AQAvD_BwE

5. Speaking Skills

The video provides an overview of Speaking Skills (Sections 1, 2 & 3) of IELTS. It also contains practice sessions as well.

- https://www.ieltsadvantage.com/2023/02/19/ielts-speaking-questions/?gad_source=1&gclid=CjwKCAiAs6-sBhBmEiwA1NI8s1m_5Me-Qif5QTXscAOSXix9sxXnRVuvqQnC4E8TAsKbzXfO3brLHRoCE7AQAvD_BwE

6. Practice Session e-Book:

The video Provides a complete practice session covering all components of IELTS.

1. <https://www.ieltsworldly.com/cambridge-ielts-18-free-download/>
2. <https://www.ieltsxpress.com/download-all-cambridge-ielts-books-pdf-audio-for-free-cambridge-1-14-free-download/#>

7. Letter Writing:

The video covers all types of letter writing that are essential for IELTS.

- <https://www.ieltsbuddy.com/ielts-sample-letters.html>

8. Essay Writing:

The link covers all types of essays essential for IELTS Practice like Opinion Essay, Discussion Essays, Direct Questions Essay, Advantage/Disadvantage Essay Problem/Solution Essay, etc.

- <https://www.ieltsbuddy.com/ielts-sample-essays.html>

9. Vocabulary Building:

The link covers the list of vocabulary words that can help the trainees to attain vocabulary building aspect.

- <https://www.learnenglishteam.com/300-list-of-vocabulary-words-for-ielts/>

10. Idioms and Phrases:

The link provides commonly used idiomatic Expressions and phrases which can help the trainees to grasp the concept of idioms and phrases usage in IELTS.

- <https://www.learnenglishteam.com/commonly-used-english-idioms/>

11. Mock Test Session:

The link provides complete access to Mock test sessions covering all components of IELTS.

- <https://practicepteonline.com/cambridge-ielts-1-13-tests/>

12. Full-Length Mock Test:

The link provides access to the Full Length Mock Test essential for the IELTS Practice session.

- https://practicepteonline.com/?gclid=CjwKCAiAs6-sBhBmEiwA1NI8s0gcww-2V3QUkbfmuOOkZoFCfbNGzK4f9nPj4uKqompdE_LHKCHQGxoCdvIQAvD_BwE

Disclaimer

The course assessment is not MCQS based but trainees can be judged by Full Length Mock Test. The link for access is already provided above.

MODULES

Scheduled Weeks	Module Title	Days	Hours	Learning Units	Home Assignment
Week 1	Introduction to English Language Skills	Day 1	Hour 1	<ul style="list-style-type: none"> Course Orientation and Intro to Speaking Work Ethics in Institute 	<ul style="list-style-type: none"> • Task 1 <p><i>Details may be seen at Annexure-1</i></p>
			Hour 2	Intro to Reading Skill (Acad & GT)	
			Hour 3	Intro to Listening Skill	
			Hour 4	Intro to Writing Skill	
		Day 2	Hour 1	The Practice of Reading Content <ul style="list-style-type: none"> • MCQs Practice 	
			Hour 2	Fill in the Blanks Practice in Reading Skill (Acad & GT)	
			Hour 3	Speaking Practice (Part-1)	
			Hour 4	Practice of Writing Task-1 <ul style="list-style-type: none"> • Single Line graph(Academic) • Letter writing (General Training) 	
		Day 3	Hour 1	Listening Practice Section-1	
			Hour 2	Writing Practice Task-1 <ul style="list-style-type: none"> • Double Line graph (Academic) • Letter writing (General Training) 	
			Hour 3	Practice Speaking Part-1	
			Hour 4	The Practice of Reading Content (Acad & GT) <ul style="list-style-type: none"> • MCQS Practice 	
		Day 4	Hour 1	Listening Skill Part-1	
			Hour 2	Fill in the Blanks Practice in Reading Skill (Acad & GT)	

			Hour 3	Speaking Skill Part-1	
			Hour 4	Writing Skill Task-1 <ul style="list-style-type: none"> • Single Line Graph (Academic) • Double Line Graph (Academic) • Letter Writing (GT) 	
		Day 5	Hour 1	Listening Skill Part-2	
			Hour 2	Practice in Reading Skill (Acad & GT) (Acad & GT) <ul style="list-style-type: none"> • List of headings 	
			Hour 3	Speaking Skill Part-2 <ul style="list-style-type: none"> • Cue card topics 	
			Hour 4	Writing Skill Task-2 <ul style="list-style-type: none"> • Three line Graph (Academic) • Letter Writing (GT) 	
Week 2	Learning and Practice of IELTS Modules	Day 1	Hour 1	Listening Skill Part-2	•Task 2 <i>Details may be seen at Annexure-I</i>
			Hour 2	Practice in Reading Skills (Acad & GT) <ul style="list-style-type: none"> • Table Completion 	
			Hour 3	Speaking Skill Part-2 <ul style="list-style-type: none"> • Cue card topics 	
			Hour 4	Writing Skill Part-3 <ul style="list-style-type: none"> • Four Line Graph (Academic) • Letter Writing (GT) 	
		Day 2	Hour 1	Listening Skill Part-2	
			Hour 2	Practice in Reading Skills (Acad & GT) <ul style="list-style-type: none"> • Vocabulary Building 	
			Hour 3	Speaking Skill Part-2 <ul style="list-style-type: none"> • Cue card topics 	
			Hour 4	Writing Skill Part-2 <ul style="list-style-type: none"> • Three and Four Line Graph (Academic) • Letter Writing (GT) 	

		Day 3	Hour 1	Listening Skill Part-3 <ul style="list-style-type: none"> Vocabulary Building 				
			Hour 2	Listening Skill Part-3 <ul style="list-style-type: none"> Vocabulary Building 				
			Hour 3	Practice in Reading Skills (Acad & GT) <ul style="list-style-type: none"> Table Completion (Academic) 				
			Hour 4	Speaking Skill Part-2 <ul style="list-style-type: none"> Cue card topics 				
		Day 4	Hour 1	Listening Skill Section-3				
			Hour 2	Listening Skill Vocabulary Building				
			Hour 3	Writing Skill <ul style="list-style-type: none"> Diagram Labeling Letter Writing (General Training) 				
			Hour 4	Reading Skill (Acad & GT) <ul style="list-style-type: none"> Diagram Labeling Letter Writing (General Training) 				
		Day 5	Hour 1	Reading Skill (Acad & GT) Assessment				
			Hour 2	Listening Skill Assessment				
			Hour 3	Speaking Skill Assessment				
			Hour 4	Writing Skill Assessment				
		Week 3	Learning and Practice of IELTS Modules	Day 1		Hour 1	Reading Skill (Acad & GT) True/False/Not given <ul style="list-style-type: none"> Motivational Lecture 	•Task 3 <i><u>Details may be seen at Annexure-I</u></i>
						Hour 2	Reading Skill (Acad & GT) True/False/Not given	
						Hour 3	Listening Skill Section-3 Idiomatic Expression/Phrases	

			Hour 4	Writing Skill <ul style="list-style-type: none"> • Diagram Labelling • Letter Writing (General Training)
	Day 2		Hour 1	Speaking Skill <ul style="list-style-type: none"> • Cue Card Topics
			Hour 2	Reading Skill (Acad & GT) <ul style="list-style-type: none"> • True/False/Not given
			Hour 3	Listening Skill Section-4
			Hour 4	Listening Skill Section-4 <ul style="list-style-type: none"> • Idiomatic Expression/Phrases
	Day 3		Hour 1	Reading Skill (Acad & GT) Short Question/Answer
			Hour 2	Reading Skill (Acad & GT) <ul style="list-style-type: none"> • Short Question/Answer
			Hour 3	Listening Skill Section-4
			Hour 4	Writing Skill (Task-1) <ul style="list-style-type: none"> • Practice Diagram Labelling
	Day 4		Hour 1	Reading Skill (Acad & GT) (Practice) <ul style="list-style-type: none"> • Short Question/Answer
			Hour 2	Speaking Skill Part-1
			Hour 3	Speaking Skill Part-2 Idiomatic Expression/Phrases
			Hour 4	Writing Skill (Task-1) <ul style="list-style-type: none"> • Pie Chart Description
	Day 5		Hour 1	Speaking Skill (Part-1)
			Hour 2	Speaking Skill (Part-2) Vocabulary Building
			Hour 3	Writing Skill (Task-1) Practice <ul style="list-style-type: none"> • Pie Chart Description Letter writing (General)
			Hour 4	Listening Skill Section-4

Week 4	Learning and Practice of IELTS Modules	Day 1	Hour 1	Reading Skill (Acad & GT) (Practice) •Short Question/Answer	•Task 4 <u>Details may be seen at Annexure-I</u>
			Hour 2	Writing Skill (Task-1) • Map description (Acad) • Letter Writing (GT)	
			Hour 3	Speaking Skill (Part-3) Idioms/Phrases	
			Hour 4	Listening Skill (Section-4) Vocabulary Building	
		Day 2	Hour 1	Writing Skill (Task-1) Practice • Map description (Acad) • Letter Writing (GT)	
			Hour 2	Reading Skill (Acad & GT) (Practice) • Key Features	
			Hour 3	Listening Skill (Section-4)	
			Hour 4	Speaking Skill (Part-3)	
		Day 3	Hour 1	Listening Skill (4 Sections) (Practice)	
			Hour 2	Speaking Skill (1 & 2 Part) Practice	
			Hour 3	Reading Skill (Acad & GT) Practice Idioms/Phrases	
			Hour 4	Writing Skill (Task-1) Practice • Map description (Acad) • Letter Writing (GT)	
		Day 4	Hour 1	Writing Skill • Table Description (Acad) • Letter Writing (GT)	
			Hour 2	Writing Skill (Practice) • Table Description (Acad) • Letter Writing (GT)	
			Hour 3	Speaking Skill (Part-3) Practice	

			Hour 4	Reading Skill (Acad & GT) Practice Idioms/Phrases <ul style="list-style-type: none">• Success Story	
		Day 5	Hour 1	Revision of Writing Task-1 (GT & Acad)	
			Hour 2	Listening Skill (Section-1) Practice	
			Hour 3	Listening Skill (Section-2) Practice	
			Hour 4	Speaking Skill (Part-2) Practice	
Week 5	Learning and Practice of IELTS Modules	Day 1	Hour 1	Writing Skill (Task-2) <ul style="list-style-type: none">• Essay Writing (Acad)	• Task 5 <i><u>Details may be seen at Annexure-I</u></i>
			Hour 2	Listening Skill (Section-2) Practice	
			Hour 3	Speaking Skill (Part-2) Practice	
			Hour 4	Reading Skill (Acad & GT) Practice	
		Day 2	Hours 04	Writing Skill Practice	
		Day 3	Hours 04	Speaking Skill Practice	
		Day 4	Hours 04	Listening Skill Practice	
		Day 5	Hours 04	Reading Skill (Acad & GT) Practice	
Week 6	Learning and Practice of IELTS Modules	Day 1	Hour 1	Practice Speaking Skill	• Task 6 <i><u>Details may be seen at Annexure-I</u></i>
			Hour 2	Practice Listening Skill	
			Hour 3	Practice Writing Skill	
			Hour 4	Practice Reading Skills (Acad & GT)	

		Day 2	Hours 04	Practice Speaking Skill	
		Day 3	Hours 04	Practice Listening Skill	
		Day 4	Hours 04	Practice Writing Skill	
		Day 5	Hours 04	Practice Reading Skills (Acad & GT)	
Week 7	Learning and Practice of IELTS Modules	Day 1	Hour 1	Practice Speaking Skill	<p>• Task 7</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 2	Practice Listening Skill	
			Hour 3	Practice Writing Skill	
			Hour 4	Practice Reading Skills (Acad & GT)	
		Day 2	Hours 04	Practice Speaking Skill	
		Day 3	Hours 04	Practice Listening Skill	
		Day 4	Hours 04	Practice Writing Skill	
		Day 5	Hours 04	Practice Reading Skills (Acad & GT)	
Week 8	Learning and Practice of IELTS Modules	Day 1	Hour 1	Practice Speaking Skill	<p>• Task 8</p> <p><i>Details may be seen at Annexure-I</i></p>
			Hour 2	Practice Listening Skill	
			Hour 3	Practice Writing Skill	
			Hour 4	Practice Reading Skills (Acad & GT)	
		Day 2	Hours 04	Practice Writing Skill	
		Day 3	Hours 04	Practice Listening Skill	
		Day 4	Hours 04	Practice Writing Skill	
		Day 5	Hours 04	Practice Reading Skills (Acad & GT)	

Week 9	Mock Test Module Wise	Day 1	Hours 04	Reading Skill (Acad & GT) Mock Test	•Task 9 <i>Details may be seen at Annexure-I</i>
		Day 2	Hours 04	Writing Skill Mock Test	
		Day 3	Hours 04	Listening Skill Mock Test	
		Day 4	Hours 04	Speaking Skill Mock Test	
		Day 5	Hours 04	Mock Test	
Week 10	Mock Test Module Wise	Day 1	Hours 04	Reading Skill (Acad & GT) Mock Test	•Task 10 <i>Details may be seen at Annexure-I</i>
		Day 2	Hours 04	Writing Skill Mock Test	
		Day 3	Hours 04	Listening Skill Mock Test	
		Day 4	Hours 04	Speaking Skill Mock Test	
		Day 5	Hours 04	Mock Test	
Week 11	Full-Length Mock Test	Day 1	Hours 04	Full-Length Mock Test	•Task 11 <i>Details may be seen at Annexure-I</i>
		Day 2	Hours 04	Full Length Mock Test	
		Day 3	Hours 04	Full Length Mock Test	
		Day 4	Hours 04	Full Length Mock Test	
		Day 5	Hours 04	Full Length Mock Test	
Week 12	Full Length Mock Test	Day 1	Hours 04	Full Length Mock Test	•Task 12 <i>Details may be seen at Annexure-I</i>
		Day 2	Hours 04	Full Length Mock Test	
		Day 3	Hours 04	Full Length Mock Test	
		Day 4	Hours 04	Full Length Mock Test	
		Day 5	Hours 04	Full Length Mock Test	

Tasks for Certificate in IELTS

Task No.	Task	Description	Week
1.	Introduction to English Language Skills	Speaking Skill: Attempt speaking exercise	Week 1
		Listening Skill: Attempt Listening Section	
		Reading Skill: Attempt given MCQ	
		Writing Skill: Describe Single line graph	
2.	Learning and Practice of IELTS Modules	Speaking Skill: Attempt Speaking Cue Card Practice	Week 2
		Listening Skill: Attempt Listening Section	
		Reading Skill: Attempt Table Completion Practice	
		Writing Skill: Attempt Diagram Labelling	
3.	Learning and Practice of IELTS Modules	Speaking Skill: Attempt Cue Card Topics	Week 3
		Listening Skill: Attempt Listening Skill Section-3	
		Reading Skill: Attempt True and False	
		Writing Skill: Attempt Formal Letter Writing	
4.	Learning and Practice of IELTS Modules	Speaking Skill: Attempt Cue Card Topics	Week 4
		Listening Skill: Attempt Listening Idiomatic Expression	
		Reading Skill: Attempt True and False/not given	
		Writing Skill: Attempt in-Formal Letter Writing	
5.	Learning and Practice of IELTS Modules	Speaking Skill: Attempt General Question	Week 5
		Listening Skill: Attempt Listening Test	
		Reading Skill: Attempt List of Headings	
		Writing Skill: Attempt Map description	
6.	Learning and Practice of IELTS Modules	Speaking Skill: Attempt Personal Questions	Week 6
		Listening Skill: Listen to Monologue audio	
		Reading Skill: Attempt Reading Practice GT	
		Writing Skill: Attempt Opinion Essay	
7.	Practice of IELTS Modules	Speaking Skill: Attempt Personal Questions	Week 7
		Listening Skill: Attempt Listening	
		Reading Skill: Practice Reading Skill (Acad & GT)	
		Writing Skill: Attempt Practice Writing	
8.	Practice of IELTS Modules	Speaking Skill: Attempt Personal Questions	Week 8
		Listening Skill: Attempt Listening	
		Reading Skill: Practice Reading Skill (Acad & GT)	
		Writing Skill: Attempt Practice Writing	
9.	Mock Test Module Wise	Speaking Skill: Mock Test Module Wise	Week 9
		Listening Skill: Attempt Mock Test Module Wise	
		Reading Skill: Attempt Mock Test Module Wise	
		Writing Skill: Attempt Mock Test Module Wise	

10.	Mock Test Module Wise	Speaking Skill: Attempt Mock Test Module Wise	Week10
		Listening Skill: Attempt Mock Test Module Wise	
		Reading Skill: Attempt Mock Test Module Wise	
		Writing Skill: Attempt Mock Test Module Wise	
11.	Full Length Mock Test	Speaking Skill: Attempt Full Length Mock Test	Week11
		Listening Skill: Attempt Full Length Mock Test	
		Reading Skill: Attempt Full Length Mock Test	
		Writing Skill: Attempt Full Length Mock Test	
12.	Full Length Mock Test	Speaking Skill: Attempt Full Length Mock Test	Week12
		Listening Skill: Attempt Full Length Mock Test	
		Reading Skill: Attempt Full Length Mock Test	
		Writing Skill: Attempt Full Length Mock Test	

Motivational Lectures
Certificate in IELTS (3 Months)

Why I learned English. Jack Ma: <https://www.youtube.com/watch?v=sDy07cIYrdg>

This video provides an overview of the impact of learning the English Language as narrated by Jack Ma in his autobiographical account.

The Importance of Learning English: <https://www.youtube.com/watch?v=kCG5Bb9PfjY>

This video provides an overview of the importance of Learning English Language. English is the language of choice throughout the world today. It has become an international language due to being the language of trade, communication, science, and major international media.

My inspirational journey of learning English:

https://www.youtube.com/watch?v=_N5BfezzDOo&t=183s

This video provides an overview of the journey of a student who learns English to make her career. See how the decision impacted her career and education.

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

4. Appearance:

Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos. Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.