

ONLINE TRAINING SCHEDULE OF FINISHING SCHOOL
Knowledge Consortium of Gujarat, Govt. of Gujarat.
Sir K.P College of Commerce
Surat

SET B (FUNCTIONAL ENGLISH SKILLS)- 20 HOURS

Trainer: Pinky Kumari

Coordinator: Anuradha Vakharia

SET B

DAY 1 (10/12/2020) 2 HOURS PLAN (with Interaction)			
TOPIC		HOURS / MINUTES	TIME
Self-Introduction and Introducing others		45 mins	9:00 am –9.45 am
Interaction		15mins	9.45 am – 10.00 am
Self-Introduction and Introducing others		45 mins	10.00 am – 10.45 am
Interaction		15mins	10.45 am – 11.00 am
DAY 2 (11/12/2020) 2 HOURS PLAN (with Interaction)			
TOPIC		HOURS / MINUTES	TIME
Nouns and Pronouns		45 mins	9:00 am –9.45 am
Interaction		15mins	9.45 am – 10.00 am
Nouns and Pronouns		45 mins	10.00 am – 10.45 am
Interaction		15mins	10.45 am – 11.00 am
DAY 3 (12/12/2020) 2 HOURS PLAN (with Interaction)			
TOPIC		HOURS / MINUTES	TIME
Describing words		45 mins	9:00 am –9.45 am
Interaction		15mins	9.45 am – 10.00 am
Describing words		45 mins	10.00 am – 10.45 am
Interaction		15mins	10.45 am – 11.00 am
DAY 4 (13/12/2020) 2 HOURS PLAN (with Interaction)			
TOPIC		HOURS / MINUTES	TIME
Vocabulary building		45 mins	9:00 am –9.45 am
Interaction		15mins	9.45 am – 10.00 am
Vocabulary building		45 mins	10.00 am – 10.45 am
Interaction		15mins	10.45 am – 11.00 am
DAY 5 (14/12/2020) 2 HOURS PLAN (with Interaction)			
TOPIC		HOURS / MINUTES	TIME

Verbs – Part 1	45 mins	9:00 am –9.45 am
Interaction	15mins	9.45 am – 10.00 am
Verbs – Part 1	45 mins	10.00 am – 10.45 am
Interaction	15mins	10.45 am – 11.00 am
DAY 6 (15/12/2020) 2 HOURS PLAN (with Interaction)		
TOPIC	HOURS / MINUTES	TIME
Tenses – Part 1	45 mins	9:00 am –9.45 am
Interaction	15mins	9.45 am – 10.00 am
Tenses – Part 1	45 mins	10.00 am – 10.45 am
Interaction	15mins	10.45 am – 11.00 am
DAY 7 (16/12/2020) 2 HOURS PLAN (with Interaction)		
TOPIC	HOURS / MINUTES	TIME
Prepositions	45 mins	9:00 am –9.45 am
Interaction	15mins	9.45 am – 10.00 am
Prepositions	45 mins	10.00 am – 10.45 am
Interaction	15mins	10.45 am – 11.00 am
DAY 8 (17/12/2020) 2 HOURS PLAN (with Interaction)		
TOPIC	HOURS / MINUTES	TIME
Conjunctions and Connectors	45 mins	9:00 am –9.45 am
Interaction	15mins	9.45 am – 10.00 am
Conjunctions and Connectors	45 mins	10.00 am – 10.45 am
Interaction	15mins	10.45 am – 11.00 am
DAY 9 (18/12/2020) 2 HOURS PLAN (with Interaction)		
TOPIC	HOURS / MINUTES	TIME
Framing it right!	45 mins	9:00 am –9.45 am
Interaction	15mins	9.45 am – 10.00 am
Framing it right!	45 mins	10.00 am – 10.45 am
Interaction	15mins	10.45 am – 11.00 am
DAY 10 (19/12/2020) 2 HOURS PLAN (with Interaction)		
TOPIC	HOURS / MINUTES	TIME

Telephone and Email Etiquette - Part 1	45 mins	9:00 am – 9.45 am
Interaction	15mins	9.45 am – 10.00 am
Telephone and Email Etiquette - Part 1	45 mins	10.00 am – 10.45 am
Interaction	15mins	10.45 am – 11.00 am

Trainer : Pinky Kumari

