



# Professional English Language Training

Improve your English language  
writing and communication skills



[www.rightinfo.co.in](http://www.rightinfo.co.in)

# About this training

This Training will bring your skills and communication to a professional level. Training Oriented game zone is PELT's specialty beneficial to efficiently use English for your communication purposes. In this Training you will learn English with confidence.

## Who should attend this training?

Whether you are an employee, a shop owner or a business person, are you not able to speak English for your needs. PELT program is 100 percentage beneficial to efficiently use English for your communication purposes.

## Eligibility

Anyone over the age of 18 can attend our Training.

**Call Now**  
**9633790321**

**Press for More**

**90 Days**  
**Course Fee**  
**12000 INR**

# Training Topics

- Introduction of Grammar
- Ask Questions about Grammar, and Describe 20 Rules
- Importance of Grammar in Profession.
- Formal & Informal Words.
- English Sentences used in Daily life.
- Telling the time
- Confused Words (Description).
- Collocation Find Examples with collocation
- How to improve your English Pronunciation
- Opposite Words
- Sentence Starters
- Prepositions of Time and Place
- Common Grammar Mistakes
- What is Homophones
- Conjunctions
- Common Verbs and Prepositions To, For, From, Sentence Making
- Silent Letters
- How to learn phrasal verbs easily
- Introduction for Business English.
- Commonly used Words Business Vocabulary
- How to Start a Business Meeting in English.
- Clarification in English
- Email Greetings
- 8 Ways to get better at small talk.
- Irregular Plurals
- Figures of Speech
- Sentence since vs ago vs for
- Adjectives for Characters.
- Phrases for writing a formal Letter.
- British Vs American Words, Types of Personalities
- English expressions related to work.
- Invitations in English, Formal Letter writing
- Paragraph writing main forms of written communication
- Essay Writing
- Precise Writings
- Forms Written, Cover Letter, Etc.
- English Idioms, Business Writings
- Resume Writings
- Office Related Important writings.
- Elements of Effective Writing
- The Sentence, Phrases and Clauses Types of Sentences
- Cover Letter
- Fill in the blanks with suitable words (Formal Letter fill)
- Edit passages with appropriate words
- Smart Writing Skills, Reading Skills
- News Paper Reading and find out new words
- Reading Skills, Public Speaking, English words commonly used
- Writing skills with their own presentation

**Crafted by**

