

:8[GM SD SMD%I βZ VM5ZβZ sU]HZFTLf  
sHLP; LPJLP8LP5βG"f

; L, [A;

TF, LDGL DNT 0 ! JQF"  
X(FI6S , FI SFT 0 WMP! \_+Z GL 5WITDFWMP! \_ 5F;  
sU]HZFTL IJQFI ; FYf

IGI FDSzL4 ZMHUFZ VG[TF, LDGL SRZL4  
UFWLGUZ

TF, LD I MHGF o NZZMH

8P YLI ZL	
XMB'c0	! S, FS
SMD%I BZ VG[U]HZFTL EFOFF	! S, FS sV9JFIOSf
8P 5S8LS,	
XMB'c0	\$ S, FS #_ DLGL8 NZZMHGF
8F. 5ZF. 8LU	
SMD%I BZ	

5ZL1FF 5WIT

SMD%I BZ YLI ZL VG[U]HZFTL EFOFF		# S, FS	! __ Uj6
5S8LS,			
:8GM 5S8LS,	! S, FS s# __ XaNGM 5FR DLGL8GM 5ZUfOf		! __ Uj6
SMD%I BZ 5S8LS,	! S, FS sOF. , AGFJL ! 5_ XaNGM 5ZUfOq VPPVt; P JODf8A, AGFJJf		! __ Uj6
8F. 5 5S8LS,	! _ DLGL8 sZ5_ XaNf		! __ Uj6
	5S8LS, GF S], Uj6		# __
GMW ov 5S8LS, 5ZL1FF DF8[ 5F; YJF DF8GF Uj6 ! ( _			

## UHZFTL , 3I, 15 YLI ZL0v

JLS GP , XG GP		, XGG\GFD	Topic No.
!	!	Vf. P8LPVF. PGL HF6SFZL	<b>1.11 , 1.12 , 2.01 , 3.01 , 6.01 , 7.01 , 8.02 , 11.01</b>
	Z	:8GMGL HF6SFZL	
	#	, W], 15 J6DF/F S4B4U4W4R4K4H4h4T4Y4N4W	
Z	\$	jI HG 849404-45404A4E4I 4Z4, 4J	<b>1.13 , 1.21 , 2.02 , 3.01 , 5.01 , 6.02 , 8.01 , 11.02</b>
#	5	jI HG D4G46404; 4X4Q4F4I47	<b>1.14 , 1.22 , 2.02 , 3.01 , 6.03 , 8.02 , 8.03 , 9.01 , 11.03</b>
	&	jI HG 04-4C4V4V\	
\$	*	jI HGMG\HMOF64DGMP! YL 54Vfn:YFGGF :JZM	<b>1.23 , 2.02 , 3.02 , 4.01 , 6.04 , 8.03 , 11.04</b>
5	(	Dwl :YFGGF :JZM	<b>1.15 , 1.24 , 2.03 , 3.02 , 5.02 , 6.04 , 8.02 , 8.07 , 11.05</b>
	)	V\I :YFGGF :JZM DGMP&4*	
&	! _	:YFG , [BG4DGMP(4)	<b>1.25 , 2.03 , 6.04 , 8.02 , 8.07 , 10.01 , 11.06</b>
	!!	IJZFD IRgCM ; S[TM	
*	! Z	DGM! _ YL ! # VG[5fZYES :JZ IRgCM	<b>1.16 , 1.26 , 2.04 , 6.05 , 8.02 , 8.11 , 8.12 , 8.13 , 10.02 , 11.07</b>
(	! #	DGM! \$4! 54DpI lwJ:JZ DF+F	<b>2.05 , 6.05 , 8.02 , 8.04 , 8.08 , 10.03 , 11.07</b>
	! \$	Vgl lwJ:JZ DF+F4 DGMP! &	
)	! 5	DGM! *4! (4! ) VG[XaN; DÇ	<b>1.17 , 1.27 , 2.01 , 3.01 , 6.01 , 7.02 , 8.05 , 10.01</b>
! _	! &	DGMZ_4Z! 4; Z\BT VG[J/FSJF/F jI HGM; FY[JT cc; cc	<b>1.17 , 4.01 ,</b>

			5.03 , 6.01 , 8.05 , 9.01 , 11.01
!!	! *	c; c JTGF Vgl IGI DM VG[DGMPZZ4Z#	
	! (	; S[FM DGMPZ\$4Z5	1.18 , 1.27 , 2.02 , 3.01 , 6.02 , 7.02 , 8.06 , 10.03
	! )	cC404- c GF IJlJW IRgCM	
! Z	Z_	cI 4J4, c GF IJlJW IRgCM#DGMP Z& YL Z)	1.18 , 4.02 , 5.03 , 6.02 , 8.06 , 9.02 , 11.02
! #	Z!	DM8]JT c:J4; Ccc VG[RF5 c:Tv:Yc	1.19 , 1.27 , 2.04 , 3.02 , 6.03 , 7.03 , 8.02 , 10.03
	ZZ	DGMP #_ YL ##	
! \$	Z#	cc Z4 , cc SOL	4.02 , 5.04 , 6.03 , 8.09 , 9.02 , 11.03
	Z\$	J41F4849404- GF p, 8F~5MP	
	Z5	Dwl JTL":JZM VG[DGMP#\$4#5	
! 5	Z&	; S[FM VG[DGMP#&4#*	1.27 , 1.31 , 2.05 , 3.02 , 6.04 , 7.03 , 8.09 , 10.03
! &	Z*	5FZl ES SOLVMDAJT VG[RF54 DGMP# (4#)	1.32 , 4.03 , 5.04 , 6.04 , 8.1 , 9.02 , 11.04
	Z(	G4I 4JP SOL	
	Z)	V\I SOLDFJT VG[RF5	
! *	#_	DGMP \$_4\$! ; S[FM DGMP\$Z4\$#4\$\$	1.27 , 1.33 , 2.06 , 3.01 , 6.05 , 7.04 , 8.1 , 10.04
! (	#!	cZc GF J\$ <5S p5I MUM DGMP \$5 YL \$(	1.34 , 4.03 , 5.05 , 6.05 , 9.03 , 11.05
! )	#Z	IJEISTGF 5tI IM	1.28 , 1.35 , 2.07 , 3.01 , 6.06 , 7.04 , 8.11 , 10.04
	##	cC#T#T#VF5c ; J'GFDM	
	#\$	DGMP \$) YL 5Z	
Z_	#5	JT'DFG4E]TSF/ VG[EIJQI SNT	1.36 , 4.04 , 5.05 , 6.06 , 8.12 , 9.03 ,

			<b>11.05</b>
	#&	XjW VG[IDz SF/	
	#*	Vgl WFT]VMGF ~5M VG[DGMP5#45\$	
Z!	#(	DGMP5545& VG[VW'5  MJM	<b>1.28 , 1.37 , 2.01 , 3.02 , 6.01 , 7.05 , 8.13 , 10.04</b>
	#)	VOWF j  HGMI\ :YFG ,  BG4 DGMP5 *45 (P	
ZZ	\$ _	DGMP 5)4&_ VG V HGMA UOFJF IJXP	<b>1.31 , 4.04 , 5.06 , 6.01 , 9.03 , 11.05</b>
	\$!	A UOFJ  , j  HGMI\ :YFG ,  BG DGMP &!	
Z#	\$Z	DGMP&Z VG  ; \$[TM DGMP &#4&\$	<b>1.28 , 1.32 , 2.02 , 3.02 , 6.02 , 7.05 , 8.14 , 10.04</b>
Z\$	\$#	I D j  HGMI ; FY[SOL4 DGMP&5 YL &(	<b>1.33 , 4.05 , 5.06 , 6.02 , 8.03 , 9.04 , 11.05</b>
Z5	\$\$	; D C Z BFSG4DGMP&)4*_4 z T,  BG	<b>1.28 , 1.34 , 3.01 , 6.03 , 8.03 , 10.04</b>
	\$5	p5; U"	
Z&	\$&	5 JUM\OFZ; L4VZAL 5 JUM	<b>1.35 , 4.05 , 5.03 , 6.03 , 8.03 , 9.04 , 11.06</b>
	\$*	5 I I M z T,  BG	
Z*	\$(	DGMP*! YL *\$ 4z T,  BG	<b>1.29 , 2.04 , 3.01 , 6.04 , 7.05 , 8.02 , 8.07 , 10.05</b>
Z(	\$(	VFSOFVM DGMP *5 YL *(4 z T,  BG	<b>1.36 , 4.02 , 5.04 , 6.04 , 8.07 , 9.04 , 11.06</b>
Z)	5_	HMSF XaNMSF5 Z BF ; \$[T4 z T,  BG	<b>1.29 , 2.05 , 3.02 , 6.05 , 7.05 , 8.02 , 8.12 , 10.05</b>
	5!	XaN ; V F54p5I MUL ; D C Z BFSGMP z T,  BG	
#_	5Z	I I JW BFTFVNGF GFD4 IJWFG ; EF4; FDFg  JCLJ8 IJEFU4 z T,  BG	<b>1.37 , 3.02 , 4.03 , 6.05 , 8.14 , 9.05 , 11.06 , 11.06</b>
	5#	UC IJEFU4 GF6F JEFU4DFU"VG[DSFG IJEFU 4 z T,  BG	
	5\$	S OF IJEFU4 DC  } , IJEFU	

#!	55	IX1F64SFI NF IJEFU4 VFZMuI IJEFU 4z]T, [BG	<b>1.29 , 2.06 , 3.01 , 6.05 , 7.06 , 8.02 , 8.03 , 10.05</b>
	5&	pnMU VG[Bf6 IJEFU4 VgG IJEFU4; DFH S<I f6 IJEFU4 z]T, [BG	
	5*	5RFI T4 JG 5IFJZ64 VFINHFIT4ANZM VG[JFCG IJEFU	
	5(	I; RF. 4 zD VG[ZMHUFZ IJEFU4GDNF IJSF; IJEFU4 5jF; G IJEFU4XCZL IJSF;	
#Z	5)	IjF ; R'SITS4H/; 5IT4 ; CSFZ IJEFU4 JRF6JZF IJEFU4z]T, [BG	<b>1.31 , 2.07 , 3.01 , 6.06 , 8.03 , 9.05</b>
	&_	gl FIF, I GF XaNMA 5SL6"XaN4 z]T, [BG	
	&!	EFZTGF XCZM UHZFTGF HL<, FVM4 z]T, [BG	
	&Z	Vgl UFD XCZMAGNLVMA5J*TM VG[DCLGF q JFZ GF GFD4 z]T, [BG	
## YL \$Z		YLI ZLGjZLJlhG4 z]T, [BG	<b>1.32 , 2.01 , 3.02 , 6.06 , 7.06 , 8.02 , 8.03 , 10.05 1.31 , 2.02 , 3.02 , 6.06 , 8.07 , 9.05 , 11.07 1.32 , 2.04 , 3.01 , 6.06 , 7.06 , 8.05 , 8.07 , 10.05 1.31 , 2.05 , 3.01 , 6.06 , 8.07 , 9.06 , 11.07 1.32 , 2.06 , 3.02 , 6.06 , 7.06 , 8.05 , 8.09 , 10.06 1.31 , 2.07 , 3.02 , 8.09 , 9.06 , 11.07 1.32 , 2.01 , 3.01 , 7.07 , 8.05 , 8.1 , 10.06 1.33 , 2.02 , 3.01 , 8.1 , 9.06 , 11.07 1.33 , 2.04 , 3.02 , 7.07 , 8.06 , 8.14 , 10.06 , 12 1.34 , 2.05 ,</b>

			<b>3.02 , 7.07 , 8.06 , 10.06 , 12</b>
\$# YL \$\$		ZLJLhG VG[ 5ZL1FF	<b>1.34 , 2.06 , 3.01 , 7.07 , 8.07 , 10.06 , 12 1.34 , 2.07 , 3.02 , 7.07 , 8.12 , 10.06 , 12</b>
\$5 YL 5Z		HJNL HJNL ; ZSFZL SRZLVIMGL VMIO; MDAFSFI "5\$8L;	

**GMW ov** JLS GP Z5 YL #Z ; JWL UJHZFTL , WJ, I5 A\$GF XaN; DJC4 ; S[TM XaN ; 1F5M45Z[UFOG]  
z]T, [BG  
JLS GP ## YL \$Z VgI z]T, [BG; Z6L A\$GF VFWEZ[5Z[UFOGF XaN; DJC AGFJJF TPDH  
z]T, [BGP

# UHZFTL 8F . 50v

JLS GP	5§8LS,
!	DNFI V+GL 5FYIDS DFICTL
Z	DNF, [BGG]DCTJ4 DNFI V+GL HFTM
#	cSLcAM0'IJX[GL DFICTLsS/58GF EFUMF
\$	JFCG VGP TGF EFUMGL ; DH
5	5FZIES UM9J6L4DNFI V+ VFU/ Af; JFGL ZLT
&	I V+DA SFU/ R-FJJFGL ZLT4 CFV; I FGL UM9J6L4 5IST VITZGL UM9J6L
*	VW05IST ; V7FVMpwJ"5IST ; V7FVMGL ; DH
(	S/58 TF, LDv! 4 VW05IST ; V7FVM v ASDFGH q JKL; "
)	S/58 TF, LDvZ4 pwJ"5IST ; V7FVM v a s d f g h q j k l ;"
!_	S/58 TF, LD v ! q Z GF XaNm
!!	S/58 TF, LDv#4 VW05IST ; V7FVM v QWERTY q UIOP]
!Z	S/58 TF, LDv\$4 pwJ"5IST ; V7FVM v qwerty q uiop}
!#	S/58 TF, LD v# q \$ GF XaNm
!\$	S/58 TF, LDv54 VW05IST ; V7FVM v ZXCVB q NM, . /
!5	S/58 TF, LDv&4 pwJ"5IST ; V7FVM v zxcvb q nm<>?
!&	S/58 TF, LD v 5q& GF XaNm
!*	S/58 TF, LDv*4 VW05IST ; V7FVM v 123456 q 7890=-
!(	S/58 TF, LDv(4 pwJ"5IST ; V7FVM v !@#\$%^ q &* ()_+
!)	S/58 TF, LD *q( GF XaNm
Z_	Vgl XaNmGL 5§8L;
Z!	Vgl XaNmGL 5§8L;
ZZ	Vgl XaNmGL 5§8L;
Z#	GFGF JFSI MGL 5§8L;
Z\$	GFGF JFSI MGL 5§8L;
Z5	GFGF JFSI MGL 5§8L;
Z&	; ZSFZL 5+jI JCFZ KF5JFGL 5§8L;
Z*	; ZSFZL 5+jI JCFZ KF5JFGL 5§8L;
Z(	SCJTMGL 5§8L; 4 HFCZFTGL 5§8L;
Z) YL \$Z	5ZLUF0GL 5§8L;
\$# YL \$\$	8F. 5 5ZL1FF
\$5 YL 5Z	HJNL HJNL ; ZSFZL SRZLVIMGL VMIO; MDAFSI "5§8L;

# UHZFTL EFQFFov

JLS GP	, XGGL IJUT
!	EFQFF Vβ, [X]n
Z	EFQFF VG[I, I5
#	EFQFF VG[AM, L
\$	HMO6LGF IGI DM
5	XaNMGL HMO6L4X]w v VX]w XaN
&	XaN; D]C DF8[V\$ XaN
*	XaN; D]C DF8[V\$ XaN
(	; DFGFYL"XaN
)	; DFGFYL"XaN
! _	IJZ]wFYL"XaN
!!	IJZ]wFYL"XaN
! Z	VG\$FYL"XaN
! #	VG\$FYL"XaN
! \$	-I-5]I MJM
! 5	SC]TM
! &	VYENJF/F XaN
! *	IJZFD IRgCM
! (	; ]W v :JZ ; ]W
! )	jI HG ; ]W q IJ ; U" ; ]W
Z _	; ]W HMOM q ; ]W KMOM
Z!	JFSI ZRGF
ZZ	5+ , ]BG ov jI ISTUT 5+ IGD+6 5+ v XMS 5+ v WgI JFN 5+
Z#	; ZSFZL 5+ , ]BGov 5+ 4 :DIT 5+ 4 tJZf 5+
Z\$	VW" ; ZSFZL 5+ 4 SRZL I FNL4 SRZL C\$D
Z5	5IZ5+ 49ZFJ4HFCZGFDP
Z&	IGAW
Z*	IGAW
Z(	; FZ, ]BG
Z)	; FZ, ]BG
# _	; FZ, ]BG
#! YL \$Z	jI Fsz6G] ZLJlhG
\$# YL \$\$	5ZL1FF VG[ZLJlhG
\$5 YL 5Z	H]NL H]NL ; ZSFZL SRZLVMGL VMIO; MDAFSI "5\$8L;

## SMD%I BZ VG[VgI VMOL; DXLGZL q . SJL5Dtg8

JLS GP	, XGGL IJUT
!	Computer Fundamentals - SMD%I BZGL DFICTL4 5IZRI 4. ITCF;
Z	SMD%I BZGL 5[-LVMA , F1F16STFVMM VG[DI FNFVMM
#	SMD%I BZGF 5\$FZ VG[p5I MUM
\$	; L5LI H. G5B vVfp85B OLJF. ; P
5	O, M5L IO:S4 CF0"IO:S
&	; M08JZ4 CF0"JZ
*	SMD%I BZ , WJH
(	M.S. Windows - Operating Systems ( Latest Version )
)	Taskbar, Desktop , Accessories
! _	MY Computer, Window Explorer , Control penal ,Internet
!!	Recycle bin ,Short Cut, Folder
! Z	MS-Word Introduction
! #	File Menu, Edit menu
! \$	View Menu,
! 5	Insert Menu,
! &	Format Menu,
! *	Toots Menu,
! (	Table Menu,
! )	Window / help Menu,
Z _	Note Pad , Word pad
Z!	MS-Excel - Introduction File , Edit Menu
ZZ	View Menu, Insert Menu
Z#	Format Menu , Tools Menu , data Menu
Z\$	MS-Dos -Operating System, External Com.
Z5	Internal Command , Dir command
Z&	File Command, Directory Command
Z*	Power Point – Intro - file Menu , edit Menu
Z(	View Menu, Insert Menu, Format Menu
Z)	Toots Menu, Slide Show
# _	Network - E -Mail , Downloading
#!	Duplicating Machine, Photo Coping Machining, Telephone, Intercom , Fax Machine
#Z YL #&	Revision of Theory ,Computer Practice
#* YL \$Z	Computer Practice , Revision
\$# YL \$\$	Computer Exam & Revision
\$5 YL 5Z	On job training in the Govt. Office

! & TF, LDFYLVMD F8[HM. TL :8XGZL sJFIQFS f

SMD%I BZ :8XGZL	! _ AMIFP ( A 4 Size / Legal Size)
8F. 5 5BZ	! Z 5B
SFAG 5BZ	! 5B
8F. 5 ZLALG	5_ GU
:8GM GMBAS	5__ GU
:8GM 5lg; ,	5__ GU
RMS AMIF s; ONF	H~ZLI FT DHA
RMSAMIF sZULGf	H~ZLI FT DHA

**List of Machinery & Computer Hardware**

1	Computer (latest technology)	05 Nos.
2	Printer laser – jet / Dot matrix 132 Col.	01 No.
3	Pen – drive	03 Nos.
4	Type writer ( Godrej) brife Size	10 Nos.
5	Stop – Watch	01 No.
6	Pencil Sharpener (desk type)	01 No.

OIGRZ ov

s! f	SMD%I BZ DJSJFGF ; GDF. SF 8M5JF/F 8A,	_5 GU
sZf	SMD%I BZ BZXL sZLJM JLUF	_5 GU
s#f	8F. 5 DXLG DJSJFGF 8A, sBFGF JF/ff	!_ GU
s\$f	CFYF JUZGL BZXL s8F. 5 SZJF DF8f	!_ GU
s5f	OF. , M DJSJFGMWNOM sZSf	_! GU
s&f	. g:8S8Z DF8G 8A,	_Z GU
s*f	. g:8S8Z DF8GL BZXL	_Z GU
s(f	. g:8S8Z ITHMZL	_# GU
s)f	a, S AMO"	_! GU
s! _f	15p8Z 8A,	_! GU
s! !f	XM8Cg0 8A,	! & GU
s! Zf	XM8Cg0 BZXL	! & GU
s! #f	OL:%, [AMO"	_! GU
s! \$f	VP; LPDXLG ! 8G sJlgOMh 8F. 54SMD%I BZ ~D DF8f	_! GU

GMV ov p5ZMST ; FWGMGM I FNL ! & TF, LDFYLVML V\$ 8SOL DF8GL KP

5]: TSMGL I FNL 0v

VPGP

! P

ZP

#P

\$P

5P

&P

\*P

5]: TSGIGFD

UJHZFTL , W, L5L

z]T, [BG ; Z6L

UJHZFTL EF0FFGL HM06L

; ZSFZL , [BG 5wWIT

EF0FF IJJß

m.s JlgOMh ; M08JZG]5]: TS

m.s VMOL; TYF m.s JO"; M08JZG]5]: TSP

5]FXS

EF0FF IGI FDSGL SRZL4UPZFPUFWLGUZP

EF0FF IGI FDSGL SRZL4UPZFPUFWLGUZP

EF0FF IGI FDSGL SRZL4UPZFPUFWLGUZP

; M08JZGL I FNL 0

IJgOMh Vß; 5L4 VDPV]; PVMOL; s, ß;8 Jh'Gf

I; wWL 0

UJHZFTL :8GM 5]T DLGL8 &\_ XaNMGL h05

UJHZFTL 8F. 5 5]T DLGL8 Z5 XaNMGL h05

UJHZFTL q VUHL SMD%I ßZ XM08JZ VM5ZßZ

## Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
1	1.11	Articles, Numbers
1	1.12	Prepositions, Phrasal
1	2.01	Barrier to communication and method to over come
1	3.01	The basic problem-solving element
1	6.01	What is Motivation?
1	7.01	What is Self Esteem? (Self-concept, Self Esteem, Self-ideal)
1	8.02	Use of Internet
1	11.01	Benefits of Team Work, The Team Function
1		<b>1.11 , 1.12 , 2.01 , 3.01 , 6.01 , 7.01 , 8.02 , 11.01</b>
2	1.13	Pronouns
2	1.21	Art of conversation & listening
2	2.02	Channel of communication formal / informal
2	3.01	The basic problem-solving element
2	5.01	What is Self-Confidence?
2	6.02	Motivation & Hygiene Factors
2	8.01	Windows Operating System
2	11.02	Team Leader responsibilities
2		<b>1.13 , 1.21 , 2.02 , 3.01 , 5.01 , 6.02 , 8.01 , 11.02</b>
3	1.14	Modal verbs,
3	1.22	Verbal & Non verbal communication, Vocabulary & Word building
3	2.02	Channel of communication formal / informal
3	3.01	The basic problem-solving element
3	6.03	The Tree need for motivation
3	8.02	Use of Internet
3	8.03	Toolbars & Menu bars features in WORD
3	9.01	Global Environmental Issues, Ecological Communities, Humans and the Environment
3	11.03	Planning for effective teamwork
3		<b>1.14 , 1.22 , 2.02 , 3.01 , 6.03 , 8.02 , 8.03 , 9.01 , 11.03</b>
4	1.23	How to pronounce English word and phrases, spell, count and tell time, How to greet and address people appropriately
4	2.02	Channel of communication formal / informal
4	3.02	Request-Response-Result
4	4.01	Environmental Health and Safety
4	6.04	Intrinsic Vs Extrinsic Motivation
4	8.03	Toolbars & Menu bars features in WORD
4	11.04	Techniques for teamwork
4		<b>1.23 , 2.02 , 3.02 , 4.01 , 6.04 , 8.03 , 11.04</b>
5	1.15	If-Conditional Sentences,
5	1.24	How to talk about family. How to ask and answer simple equations, How to form positive negative statement in the present, future & simple
5	2.03	Body language
5	3.02	Request-Response-Result
5	5.02	What Causes a Lack of Self-Confidence
5	6.04	Intrinsic Vs Extrinsic Motivation

Week	Topic No.	Name of Topic
5	8.02	Use of Internet
5	8.07	Toolbars & Menu bars features in EXCEL
5	11.05	Working as a team, Typical team difficulties
5		<b>1.15 , 1.24 , 2.03 , 3.02 , 5.02 , 6.04 , 8.02 , 8.07 , 11.05</b>
6	1.25	Practice pronouncing the Letters, Vowels, Vowel Combination, Consonants, Consonants combination
6	2.03	Body language
6	6.04	Intrinsic Vs Extrinsic Motivation
6	8.02	Use of Internet
6	8.07	Toolbars & Menu bars features in EXCEL
6	10.01	Self Introduction and types of manners, The importance of the first impression
6	11.06	Responsibilities of Team members
6		<b>1.25 , 2.03 , 6.04 , 8.02 , 8.07 , 10.01 , 11.06</b>
7	1.16	Adverb / Adjective,
7	1.26	Basic Vocabulary Numbers, Time, Calendar, Colors.
7	2.04	Voice modulation
7	6.05	Problem with Motivation
7	8.02	Use of Internet
7	8.11	Main point of Presentation.
7	8.12	Slide Layouts & Slide Design
7	8.13	Different Slide View
7	10.02	Improving Business Etiquette, Basic of Business etiquette
7	11.07	Typical Team Skills needed & Team Leader's Role
7		<b>1.16 , 1.26 , 2.04 , 6.05 , 8.02 , 8.11 , 8.12 , 8.13 , 10.02 , 11.07</b>
8	2.05	Smile and its philosophy
8	6.05	Problem with Motivation
8	8.02	Use of Internet
8	8.04	Creating document, Non-document files.
8	8.08	Entering & Editing Worksheet , Different view of Worksheet
8	10.03	Business Etiquette and electronics communication.
8	11.07	Typical Team Skills needed & Team Leader's Role.
8		<b>2.05 , 6.05 , 8.02 , 8.04 , 8.08 , 10.03 , 11.07</b>
9	1.17	Reported Speech,
9	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations.
9	2.01	Barrier to communication and method to over come
9	3.01	The basic problem-solving element
9	6.01	What is Motivation?
9	7.02	Real Self Esteem
9	8.05	Book marks, Hyperlinks, Creating brochures
9	10.01	Self Introduction and types of manners, The importance of the first impression
9		<b>1.17 , 1.27 , 2.01 , 3.01 , 6.01 , 7.02 , 8.05 , 10.01</b>
10	1.17	Reported Speech
10	4.01	Environmental Health and Safety
10	5.03	Tips for Increasing Self-Confidence-1
10	6.01	What is Motivation?
10	8.05	Book marks, Hyperlinks, Creating brochures

Week	Topic No.	Name of Topic
10	9.01	Global Environmental Issues, Ecological Communities, Humans and the Environment
10	11.01	Benefits of Team Work, The Team Function
10		<b>1.17 , 4.01 , 5.03 , 6.01 , 8.05 , 9.01 , 11.01</b>
11	1.18	Passives,
11	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
11	2.02	Channel of communication formal / informal
11	3.01	The basic problem-solving element
11	6.02	Motivation & Hygiene Factors
11	7.02	Real Self Esteem
11	8.06	Creating templates, tables, Formation the text, Mail Merge
11	10.03	Business Etiquette and electronics communication
11		<b>1.18 , 1.27 , 2.02 , 3.01 , 6.02 , 7.02 , 8.06 , 10.03</b>
12	1.18	Passives
12	4.02	Key workplace safety issues-1
12	5.03	Tips for Increasing Self-Confidence-1
12	6.02	Motivation & Hygiene Factors
12	8.06	Creating templates, tables, Formation the text, Mail Merge
12	9.02	Geographical Analysis and Techniques
12	11.02	Team Leader responsibilities
12		<b>1.18 , 4.02 , 5.03 , 6.02 , 8.06 , 9.02 , 11.02</b>
13	1.19	Message wrting.
13	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
13	2.04	Voice modulation
13	3.02	Request-Response-Result
13	6.03	The Tree need for motivation
13	7.03	How is self-concept build & destroyed
13	8.02	Use of Internet
13	10.03	Business Etiquette and electronics communication
13		<b>1.19 , 1.27 , 2.04 , 3.02 , 6.03 , 7.03 , 8.02 , 10.03</b>
14	4.02	Key workplace safety issues-1
14	5.04	Tips for Increasing Self-Confidence-2
14	6.03	The Tree need for motivation
14	8.09	Creating worksheets with Insert Different things
14	9.02	Geographical Analysis and Techniques
14	11.03	Planning for effective teamwork
14		<b>4.02 , 5.04 , 6.03 , 8.09 , 9.02 , 11.03</b>
15	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
15	1.31	Direct and Indirect Speech
15	2.05	Smile and its philosophy
15	3.02	Request-Response-Result
15	6.04	Intrinsic Vs Extrinsic Motivation

Week	Topic No.	Name of Topic
15	7.03	How is self-concept build & destroyed
15	8.09	Creating worksheets with Insert Different things
15	10.03	Business Etiquette and electronics communication
15		<b>1.27 , 1.31 , 2.05 , 3.02 , 6.04 , 7.03 , 8.09 , 10.03</b>
16	1.32	Supplementary reading and answering the questions
16	4.03	Key workplace safety issues-2
16	5.04	Tips for Increasing Self-Confidence-2
16	6.04	Intrinsic Vs Extrinsic Motivation
16	8.1	Creating worksheet with Mathematical formula & Graphs
16	9.02	Geographical Analysis and Techniques
16	11.04	Techniques for teamwork
16		<b>1.32 , 4.03 , 5.04 , 6.04 , 8.1 , 9.02 , 11.04</b>
17	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
17	1.33	Multiple-Choice Questions
17	2.06	Manners and etiquette, Attitude and aptitude
17	3.01	The basic problem-solving element
17	6.05	Problem with Motivation
17	7.04	Tips for building Self Esteem
17	8.1	Creating worksheet with Mathematical formula & Graphs
17	10.04	Office etiquette
17		<b>1.27 , 1.33 , 2.06 , 3.01 , 6.05 , 7.04 , 8.1 , 10.04</b>
18	1.34	Elementary / Pre-Intermediate
18	4.03	Key workplace safety issues-2
18	5.05	Things To Remember When Improving Self-Confidence
18	6.05	Problem with Motivation
18	9.03	Environment, Economy and Society in World
18	11.05	Working as a team, Typical team difficulties
18		<b>1.34 , 4.03 , 5.05 , 6.05 , 9.03 , 11.05</b>
19	1.28	How to express yourself in different tones and moods, How to express yourself efficiently with pronouns
19	1.35	Mini-stories with cloze exercises
19	2.07	Group discussion
19	3.01	The basic problem-solving element
19	6.06	Reflection Questions
19	7.04	Tips for building Self Esteem
19	8.11	Main point of Presentation
19	10.04	Office etiquette
19		<b>1.28 , 1.35 , 2.07 , 3.01 , 6.06 , 7.04 , 8.11 , 10.04</b>
20	1.36	Speed reading exercises
20	4.04	Safety Engineering
20	5.05	Things To Remember When Improving Self-Confidence
20	6.06	Reflection Questions

Week	Topic No.	Name of Topic
20	8.12	Slide Layouts & Slide Design
20	9.03	Environment, Economy and Society in World
20	11.05	Working as a team, Typical team difficulties
20		<b>1.36 , 4.04 , 5.05 , 6.06 , 8.12 , 9.03 , 11.05</b>
21	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
21	1.37	Extensive reading
21	2.01	Barrier to communication and method to over come
21	3.02	Request-Response-Result
21	6.01	What is Motivation?
21	7.05	How do values and morals fit into feeling good about yourself?
21	8.13	Different Slide View
21	10.04	Office etiqutte
21		<b>1.28 , 1.37 , 2.01 , 3.02 , 6.01 , 7.05 , 8.13 , 10.04</b>
22	1.31	Direct and Indirect Speech
22	4.04	Safety Engineering
22	5.06	Assumptions That Hinder Self-Confidence
22	6.01	What is Motivation?
22	9.03	Environment, Economy and Society in World
22	11.05	Working as a team, Typical team difficulties
22		<b>1.31 , 4.04 , 5.06 , 6.01 , 9.03 , 11.05</b>
23	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
23	1.32	Supplementary reading and answering the questions
23	2.02	Channel of communication formal / informal
23	3.02	Request-Response-Result
23	6.02	Motivation & Hygiene Factors
23	7.05	How do values and morals fit into feeling good about yourself?
23	8.14	Inserting Different Things
23	10.04	Office etiqutte
23		<b>1.28 , 1.32 , 2.02 , 3.02 , 6.02 , 7.05 , 8.14 , 10.04</b>
24	1.33	Multiple-Choice Questions
24	4.05	Tasks & Rules for Construction & Carpentry Safety
24	5.06	Assumptions That Hinder Self-Confidence
24	6.02	Motivation & Hygiene Factors
24	8.03	Toolbars & Menu bars features in WORD
24	9.04	Habitat Conservation and Management Planning
24	11.05	Working as a team, Typical team difficulties
24		<b>1.33 , 4.05 , 5.06 , 6.02 , 8.03 , 9.04 , 11.05</b>
25	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
25	1.34	Elementary / Pre-Intermediate
25	3.01	The basic problem-solving element

Week	Topic No.	Name of Topic
25	6.03	The Tree need for motivation
25	8.03	Toolbars & Menu bars features in WORD
25	10.04	Office etiquette
25		<b>1.28 , 1.34 , 3.01 , 6.03 , 8.03 , 10.04</b>
26	1.35	Mini-stories with cloze exercises
26	4.05	Tasks & Rules for Construction & Carpentry Safety
26	5.03	Tips for Increasing Self-Confidence-1
26	6.03	The Tree need for motivation
26	8.03	Toolbars & Menu bars features in WORD
26	9.04	Habitat Conservation and Management Planning
26	11.06	Responsibilities of Team members
26		<b>1.35 , 4.05 , 5.03 , 6.03 , 8.03 , 9.04 , 11.06</b>
27	1.29	How to narrate a sequence of events, How to express conjecture, options and emotions.
27	2.04	Voice modulation
27	3.01	The basic problem-solving element.
27	6.04	Intrinsic Vs Extrinsic Motivation
27	7.05	How do values and morals fit into feeling good about yourself?
27	8.02	Use of Internet
27	8.07	Toolbars & Menu bars features in EXCEL
27	10.05	Professional wardrobe to increase business
27		<b>1.29 , 2.04 , 3.01 , 6.04 , 7.05 , 8.02 , 8.07 , 10.05</b>
28	1.36	Speed reading exercises
28	4.02	Key workplace safety issues-1
28	5.04	Tips for Increasing Self-Confidence-2
28	6.04	Intrinsic Vs Extrinsic Motivation
28	8.07	Toolbars & Menu bars features in EXCEL
28	9.04	Habitat Conservation and Management Planning
28	11.06	Responsibilities of Team members
28		<b>1.36 , 4.02 , 5.04 , 6.04 , 8.07 , 9.04 , 11.06</b>
29	1.29	How to narrate a sequence of events, How to express conjecture, options and emotions.
29	2.05	Smile and its philosophy
29	3.02	Request-Response-Result
29	6.05	Problem with Motivation
29	7.05	How do values and morals fit into feeling good about yourself?
29	8.02	Use of Internet
29	8.12	Slide Layouts & Slide Design
29	10.05	Professional wardrobe to increase business
29		<b>1.29 , 2.05 , 3.02 , 6.05 , 7.05 , 8.02 , 8.12 , 10.05</b>
30	1.37	Extensive reading
30	3.02	Request-Response-Result
30	4.03	Key workplace safety issues-2

<b>Week</b>	<b>Topic No.</b>	<b>Name of Topic</b>
30	<b>6.05</b>	Problem with Motivation
30	<b>8.14</b>	Inserting Different Things
30	<b>9.05</b>	Environmental Processes. Globalization in the Contemporary World
30	<b>11.06</b>	Responsibilities of Team members
30	<b>11.06</b>	Responsibilities of Team members
30		<b>1.37 , 3.02 , 4.03 , 6.05 , 8.14 , 9.05 , 11.06 , 11.06</b>
31	<b>1.29</b>	How to narrate a sequence of events, How to express conjecture, options and emotions.
31	<b>2.06</b>	Manners and etiquette, Attitude and aptitude
31	<b>3.01</b>	The basic problem-solving element.
31	<b>6.05</b>	Problem with Motivation
31	<b>7.06</b>	Who has contributed to your self esteem?
31	<b>8.02</b>	Use of Internet
31	<b>8.03</b>	Toolbars & Menu bars features in WORD
31	<b>10.05</b>	Professiional wardrobe to increse business
31		<b>1.29 , 2.06 , 3.01 , 6.05 , 7.06 , 8.02 , 8.03 , 10.05</b>
32	<b>1.31</b>	Direct and Indirect Speech
32	<b>2.07</b>	Group discussion
32	<b>3.01</b>	The basic problem-solving element
32	<b>6.06</b>	Reflection Questions
32	<b>8.03</b>	Toolbars & Menu bars features in WORD
32	<b>9.05</b>	Environmental Processes. Globalization in the Contemporary World.
32		<b>1.31 , 2.07 , 3.01 , 6.06 , 8.03 , 9.05</b>
33	<b>1.32</b>	Supplementary reading and answering the questions
33	<b>2.01</b>	Barrier to communication and method to over come
33	<b>3.02</b>	Request-Response-Result
33	<b>6.06</b>	Reflection Questions
33	<b>7.06</b>	Who has contributed to your self esteem?
33	<b>8.02</b>	Use of Internet
33	<b>8.03</b>	Toolbars & Menu bars features in WORD
33	<b>10.05</b>	Professiional wardrobe to increse business
33		<b>1.32 , 2.01 , 3.02 , 6.06 , 7.06 , 8.02 , 8.03 , 10.05</b>
34	<b>1.31</b>	Direct and Indirect Speech
34	<b>2.02</b>	Channel of communication formal / informal
34	<b>3.02</b>	Request-Response-Result
34	<b>6.06</b>	Reflection Questions
34	<b>8.07</b>	Toolbars & Menu bars features in EXCEL
34	<b>9.05</b>	Environmental Processes. Globalization in the Contemporary World
34	<b>11.07</b>	Typical Team Skills needed & Team Leader's Role
34		<b>1.31 , 2.02 , 3.02 , 6.06 , 8.07 , 9.05 , 11.07</b>

<b>Week</b>	<b>Topic No.</b>	<b>Name of Topic</b>
35	1.32	Supplementary reading and answering the questions

Week	Topic No.	Name of Topic
35	2.04	Voice modulation
35	3.01	The basic problem-solving element.
35	6.06	Reflection Questions
35	7.06	Who has contributed to your self esteem?
35	8.05	Book marks, Hyperlinks, Creating brochures
35	8.07	Toolbars & Menu bars features in EXCEL
35	10.05	Professiional wardrobe to increase business
35		<b>1.32 , 2.04 , 3.01 , 6.06 , 7.06 , 8.05 , 8.07 , 10.05</b>
36	1.31	Direct and Indirect Speech
36	2.05	Smile and its philosophy
36	3.01	The basic problem-solving element.
36	6.06	Reflection Questions
36	8.07	Toolbars & Menu bars features in EXCEL
36	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
36	11.07	Typical Team Skills needed & Team Leader's Role
36		<b>1.31 , 2.05 , 3.01 , 6.06 , 8.07 , 9.06 , 11.07</b>
37	1.32	Supplementary reading and answering the questions
37	2.06	Manners and etiquette, Attitude and aptitude
37	3.02	Request-Response-Result
37	6.06	Reflection Questions
37	7.06	Who has contributed to your self esteem?
37	8.05	Book marks, Hyperlinks, Creating brochures
37	8.09	Creating worksheets with Insert Different things
37	10.06	Meeting etiquette, Creativity & Problem Solving
37		<b>1.32 , 2.06 , 3.02 , 6.06 , 7.06 , 8.05 , 8.09 , 10.06</b>
38	1.31	Direct and Indirect Speech
38	2.07	Group discussion
38	3.02	Request-Response-Result
38	8.09	Creating worksheets with Insert Different things
38	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
38	11.07	Typical Team Skills needed & Team Leader's Role
38		<b>1.31 , 2.07 , 3.02 , 8.09 , 9.06 , 11.07</b>
39	1.32	Supplementary reading and answering the questions
39	2.01	Barrier to communication and method to over come
39	3.01	The basic problem-solving element
39	7.07	Self-Concept Circle & Advantages of Good Self Esteem
39	8.05	Book marks, Hyperlinks, Creating brochures
39	8.1	Creating worksheet with Mathematical formula & Graphs
39	10.06	Meeting etiquette, Creativity & Problem Solving
39		<b>1.32 , 2.01 , 3.01 , 7.07 , 8.05 , 8.1 , 10.06</b>
40	1.33	Multiple-Choice Questions

Week	Topic No.	Name of Topic
40	2.02	Channel of communication formal / informal
40	3.01	The basic problem-solving element.
40	8.1	Creating worksheet with Mathematical formula & Graphs
40	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
40	11.07	Typical Team Skills needed & Team Leader's Role
40		<b>1.33 , 2.02 , 3.01 , 8.1 , 9.06 , 11.07</b>
41	1.33	Multiple-Choice Questions
41	2.04	Voice modulation
41	3.02	Request-Response-Result
41	7.07	Self-Concept Circle & Advantages of Good Self Esteem
41	8.06	Creating templates, tables, Formation the text, Mail Merge
41	8.14	Inserting Different Things
41	10.06	Meeting etiquette, Creativity & Problem Solving
41	12	Preparation of Curriculum Vitae
41		<b>1.33 , 2.04 , 3.02 , 7.07 , 8.06 , 8.14 , 10.06 , 12</b>
42	1.34	Elementary / Pre-Intermediate
42	2.05	Smile and its philosophy
42	3.02	Request-Response-Result
42	7.07	Self-Concept Circle & Advantages of Good Self Esteem
42	8.06	Creating templates, tables, Formation the text, Mail Merge
42	10.06	Meeting etiquette, Creativity & Problem Solving
42	12	Preparation of Curriculum Vitae
42		<b>1.34 , 2.05 , 3.02 , 7.07 , 8.06 , 10.06 , 12</b>
43	1.34	Elementary / Pre-Intermediate
43	2.06	Manners and etiquette, Attitude and aptitude
43	3.01	The basic problem-solving element.
43	7.07	Self-Concept Circle & Advantages of Good Self Esteem
43	8.07	Toolbars & Menu bars features in EXCEL
43	10.06	Meeting etiquette, Creativity & Problem Solving
43	12	Preparation of Curriculum Vitae
43		<b>1.34 , 2.06 , 3.01 , 7.07 , 8.07 , 10.06 , 12</b>
44	1.34	Elementary / Pre-Intermediate
44	2.07	Group discussion
44	3.02	Request-Response-Result
44	7.07	Self-Concept Circle & Advantages of Good Self Esteem
44	8.12	Slide Layouts & Slide Design
44	10.06	Meeting etiquette, Creativity & Problem Solving
44	12	Preparation of Curriculum Vitae
44		<b>1.34 , 2.07 , 3.02 , 7.07 , 8.12 , 10.06 , 12</b>