



MNG ACADEMY
Assist | Enable | Achieve

PERSONALITY DEVELOPMENT WITH GDPI

Class: Thrice a week

Class duration: 2 hrs. Per Class

Course Duration: 3 Months

Exam: After 3 Months.

This course is aimed at those people who are accustomed with English grammar well enough and have build up a good vocabulary but still hesitate to represent themselves before the mass. Thus this course concentrates not only on what is said but also where and how it is said. Public Speaking and personality Development are the key emphasis of this package to enhance the overall verbal quality of the candidates.



Public Speaking

- Basics of Public Speaking.
- Development of Presentation Skill.
- Guidelines to Systematic Steps for Preparing Speech.
- Overcoming Inhibition in Speech.
- Expressing ideas on Current Affairs clearly and precisely.

Business English

- Introduction to English as a Business Language.
- Written Aspects of Business English - Guidelines for Effective Job Application and C.V./ Resume Writing. Guidelines for Interviews - Dealing with FAQs in Interview.
- Mail Writing, Rules of Group Discussion.
- Personality Development, Body Language, Interview Etiquettes

Mock Interview Sessions.

Stress Interview sessions.

Power point seminar presentation

