



Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE (AUTONOMOUS)

(Also known as R. J. College of Arts, Science & Commerce as per UGC Notification)

Affiliated to UNIVERSITY OF MUMBAI II Recognized by UGC under 2f & 12B
NAAC Accredited 'A GRADE' with CGPA 3.50

Knowledge is all Ambrosia

CERTIFICATE COURSE IN

Personal Development Programme – Public Speaking



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Opposite Railway Station, Ghatkopar (W),
Mumbai 400 086, Maharashtra, INDIA.

CERTIFICATE COURSE IN

Personal Development Programme – Public Speaking

UNIT 1

Introduction to Professional world –KASH, grooming conventions, meeting and dining etiquette, Winning attitude, self-confidence and discipline

UNIT 2

Foundation 1: English Grammar (articles, verbs, tenses, prepositions etc.)
Conversational English (reading, pronunciation, etiquette, small talk, GD etc.)

UNIT 3

Foundation 2: Introduction to Public speaking / giving speeches with hands on practice

UNIT 4

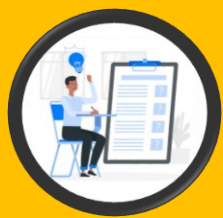
Foundation 3: Basics of Corporate English – Applications, Expressions

UNIT 4

Dining Etiquette

Course Code: **RJBBI1**

Duration: **30** hours



MEDIUM OF INSTRUCTION

English

EVALUTION

Continuous evaluation

100 MARKS



PASSING 40

WHO SHOULD DO IT?

Any student