

Name of the Program

## General English

### Program Summary:

1. Intensive exercises in reading, writing, listening and speaking.
2. Improve the ability of understanding English topics and articles.
3. Enhance the skill of writing reports, letters, articles, and essays.
4. Improve the ability of preparing and delivering presentations.
5. It helps to improve trainees ability to communicate clearly and effectively in English.

### Upon Completion of this program trainees will be able to:

1. communicate freely while using accurate and fluent English.
2. express their opinions fluently about newspaper and magazine articles.
3. have a good command of using proverbs and idiomatic expressions.
4. to summarise and paraphrase information in an article.
5. write formal and informal letters.

### Targeted Trainees:

1. Trainees who plan to continue their education.
2. Those who need accurate English at work.


### Duration of the Program :

30 Hours for each level (4 Levels).

### Exams:

Prepared and controlled by the Institute.

### Certificate:

Achievement Certificate from  awarded to learners who get minimum 50 marks out of 100).