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# Table of Contents: **English Communication and US Accent Training**

**Course Duration: 24 Hours (2 Hours × 12 Sessions)**

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## **OUTLINES**

### **Module 1: Introduction & Foundations (2 hours)**

- 1.1 Orientation: Objectives & Expectations
  - 1.2 Importance of US English in Global Business
  - 1.3 Ice-breaker: Self-Introductions with Feedback on Accent & Fluency
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### **Module 2: Core Grammar Refresher (3 hours)**

- 2.1 Sentence Structure: Subject-Verb Agreement & Tenses (US Usage)
  - 2.2 Articles, Prepositions, & Common Errors by Indian/Asian Speakers
  - 2.3 Practice: Correcting Real Workplace Email Samples
  - 2.4 Activity: "Fix My Email" group exercise
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### **Module 3: Accent Training – US English Pronunciation Basics (3 hours)**

- 3.1 US vs. UK Pronunciation (Key Differences)
- 3.2 Vowel Sounds & Diphthongs (practice drills)
- 3.3 Consonant Sounds (R, T, D, L, TH) in US Accent
- 3.4 Stress, Rhythm, & Intonation in American English
- 3.5 Activity: Tongue Twisters & Accent Drills in Pairs

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## **Module 4: Accent & Fluency Practice (3 hours)**

- 4.1 Connected Speech & Reductions (gonna, wanna, lemme)
- 4.2 Word & Sentence Stress Patterns in US English
- 4.3 Listening & Repeating – US Business Conversations (audio/video samples)
- 4.4 Activity: Role-play **customer calls & client introductions**

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## **Module 5: Fluency & Conversation Building (3 hours)**

- 5.1 Small Talk in US Culture (sports, weather, holidays, weekend talk)
- 5.2 Expressing Opinions & Agreement/Disagreement Politely
- 5.3 Asking Questions & Clarifying Information (business context)
- 5.4 Activity: Group Discussion on a US Market Case Study

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## **Module 6: Business Communication – Email & Etiquette (3 hours)**

- 6.1 Structure of Professional US Emails (subject line, tone, clarity)
- 6.2 Politeness & Cultural Nuances in US Written Communication
- 6.3 Avoiding Common Email Errors (grammar, tone, CC misuse)
- 6.4 Activity: Writing & Reviewing Realistic Business Emails

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## **Module 7: Presentations & Confidence Building (3 hours)**

- 7.1 Structuring a Presentation (Hook, Body, Conclusion)
- 7.2 Language for Presentations (signposting phrases)
- 7.3 Body Language & Voice Modulation (US Business Context)
- 7.4 Activity: 3-Minute Individual Presentations with Peer Feedback

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## **Module 8: Cultural Awareness & Final Integration (4 hours)**

- 8.1 Understanding US Business Culture (directness, time management, diversity)
  - 8.2 Communication Etiquette in Meetings, Calls, and Networking
  - 8.3 Role-Plays: Simulated Client Meeting & Cross-Cultural Scenarios
  - 8.4 Review of Accent, Grammar, and Fluency Progress
  - 8.5 Final Group Case Study & Presentations
  - 8.6 Wrap-Up: Feedback & Individual Action Plan
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**Total Duration: 24 Hours**

- Grammar → 3 hrs
- Accent & Pronunciation → 6 hrs (Main focus)
- Fluency & Conversation → 3 hrs
- Email Etiquette → 3 hrs
- Presentations & Confidence → 3 hrs
- Culture + Integration → 4 hrs
- Intro/Wrap-up → 2 hrs