

EnglishFountain School of Distance Education offers

**Word Power, Fluency
&
Accuracy Development Course**



**Become an accomplished user of the
English language!**

**Master English for global
opportunities.**

Conquering the world with higher excellence in English!

EnglishFountain

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Word Power, Fluency & Accuracy Development Course

Should you study this course?

Yes, if you must communicate effectively in English. You may be a journalist, copy writer, marketing executive, management executive (junior or senior), professional speaker, teacher, academician, writer, social worker, lawyer, government officer or self-employed; this course is very rewarding for you. Anyone who is seriously interested in achieving higher excellence in English shall find this training rewarding. Anyone who wants to communicate fluently and accurately in English is invited to study this course.

Please note that **WFAD** course is not for the beginners. It is assumed that our learners already know English reasonably well and they need to fine tune their English for higher excellence. This is essentially an advanced course for the advanced users of the language. **WFAD** is an excellence-enhancement course aimed at acquiring higher excellence in the English language. This course is dedicated to vocabulary, fluency and accuracy development program.

Higher Excellence in English for International Opportunity

If you have realised that your lack of good command over the English language is blocking your progress, and if you are determined to achieve higher excellence and communicative competence in the English language, EnglishFountain offers a very right training program for you. Hundreds of ambitious career aspirants have mastered the English language studying this course for international opportunities.

Here is an important opportunity to prepare for your future.

We strongly advice you to study this brochure with good care before you sign up for the course. Having money for fees and some interest in English is not enough. Mastering a language is entirely a different ball game. The study of any language is entirely different. You cannot master a language unless you are committed and willing to devout yourself to it.

Here is an important question for you: How good is your English? Can you handle English effectively? Do you speak and write English with confidence?

You know that English is the mother tongue of the future. It needs no explanation and elaboration.

In short, we need real serious learners. We have always got excellent results from our learners and you need not be an exception to it. If you study this course sincerely we feel confident that you will achieve excellence in the English language for international opportunities.

Developed by a team of experts of the English language, this course covers three vital areas – Accuracy of Usage, fluency in Usage and Vocabulary Development for thought fluency.

This is the first of its kind course in India delivered through correspondence distance education mode for busy career aspirants who for various reasons can not attend regular classes. It is a boon for working people.

Now let us understand some important points before we turn to the course contents and other things.

This course is not a ‘crash course’ or anything like that. It demands your systematic study and persistent hard

work. Mind you, no one under the sun could achieve proficiency in any language without sustained effort.

You can not learn to play *sitar* or *tabla* in a short time. Yet there are people who claim to teach you to make you a maestro in a week, month or even in hours. The choice is yours. We sincerely believe that true excellence is something that lasts long. It has to be achieved with effort. It is one's very personal decision and commitment to achieve excellence in any field. There is no short cut to scintillating excellence.

And mind you, mastering a language takes time. You need a creative engagement with the language with a right attitude for over a period.

How long?

Well, this course of ours demands at least nine to 12 months study. You are expected to complete the study within a year. If you are committed to study, you will complete the study successfully within a year.

If you are sincerely committed and determined, you will certainly find time, energy and zeal to complete the study. We assure you that success along the way in terms of your emerging excellence will be the rewards.

Is any special eligibility required to study this course?

Not really. Your passion to master the English language is enough. Achieving excellence in any language requires commitment and passion. Achieving higher excellence in English is one's very personal decision. If you have made this decision then you are welcome. Of course, we demand hard work and persistence. (It is better to study 20 minutes a day for 20 days than studying for 20 hours a day.) Please note that learning a language is a life-long process. You can never have enough of a language, of any language.

How you will benefit?

Higher excellence in the English language is a very powerful, truly personal competitive advantage. WFAD trains you in acquiring insightful understanding of the English language system. After successful completion of the course you will have acquired remarkable confidence in English language skills. You will have acquired fluency and accuracy, and most significantly, the precision of thought. You will develop your thinking critical skills. You will be able to produce your own text- both spoken and written effortlessly, in a stream like manner. You will be able to receive and absorb written and spoken text very easily. In many companies this course is exploited as a powerful tool for human resource development.

What you will study?

Course Contents:

This course covers three vital areas concerning higher excellence in English. These are **Word Power, Fluency and Accuracy**. Every area is studied very systematically. (For details study the course contents.) The course begins with basics for consolidation of your knowledge. You have to take a **Diagnostic Test**. This is to get a feel of your language. This test gives you a good idea of your present knowledge of English. Note that this course is a research-based program and adopts new methodologies. English language experts at EnglishFountain have developed certain new and unique methods that have evolved over the years of teaching experience, research and analysis. No wonder, this course is highly acclaimed by experts of the English language.

There are innovative learning tools like flash cards which you can carry anywhere. The whole study is covered in six volumes with weekly study units. There are creative exercises to monitor your progress. Study packages are dispatched every month. The above course contents are covered in a daily study program.

In the study of pronunciation, intonation (phonetics) you shall have an audio cassette / CD for mastering correct Received Pronunciation of England (the standard British accent—BBC accent.)

WFAD makes you work with words. The objective is to make you an effective user of the English language. You will be able to learn hundreds of new words on your own, choose and use the right word for right expression and communicate effectively.

COURSE CONTENTS

I. Fundamentals

Understanding Language – God’s immediate and the best gift to mankind

II. Understanding the structural aspects of the English language system (Understanding the Grammar)

III. Introduction to quality English – Written and Spoken

IV. Developing and Mastering Speech structures

V. Word Power Development

☞ CAN YOU HANDLE WORDS ADEQUATELY?

Do you too often run out of words? Do you usually remain silent while somebody else carries the conversation? Do your own ideas go unsaid and untried because you could not put them into the right words? Do you think every time you fail in convincing people, or that they fail to understand you? Do you grope for words? Do you want to get more out of your discussions, talks, letters, reports, articles, studies and readings? Indeed, what you cannot express effectively, you cannot claim to know it. (Parents should pay greater attention to their children’s vocabulary.) Rightly said, what a man cannot state clearly, he does not know.

You grope for words (right words at right time) because your learning words is basically and largely accidental. Professionals are not expected to focus on the study of English. You are expected to master your area of knowledge (engineering, marketing, finance, etc.) That is why we come across many high-calibre professionals with remarkable expertise in their functional fields yet are very poor in communication. This puts them at a serious disadvantage in today’s knowledge-based era, where business is successful communication. They use clichés and most of their words are rather ‘worn-out words’. With poor vocabulary, they cannot become effective, critical thinkers. And it seriously impacts their managerial and organizational effectiveness.

No wonder, students who study in English medium (English as their first language) too grope for words and fail miserably in competitive entrance exams like TOEFL, CAT, GMAT, GRE, etc. Their poor writing skill is due to lack of adequate word power. When you grope for words you lose thought fluency. No words, no thoughts.

This module on Word Power Development will show you the easy way to word power. It is highly acclaimed by serious students of the English language. Study this unique word power development course half an hour a day and you will master thousands of power-packed words that make people see and feel exactly what you want them to. You will find that people stop and listen to you. A man is known by the words he speaks.

Churchill said he craved for words. So did all other great men. We are all governed by words. Kipling rightly said that ‘words are the most powerful drug used by mankind.’ (*“The only thing I would whip schoolboys for is not knowing English.”- Churchill*)

Words are the immediate gift of god to man. Thought is impossible without words. The whole knowledge is stored in words. According to language scientists, words hold a key to success; your vocabulary is related directly to your accomplishments. Success and vocabulary go hand in hand. No wonder, you have those vocabulary tests as ability tests. Your words are the voice of your mind. Without words you cannot learn nor can communicate. A person is what his language is. Your vocabulary mirrors your personality. Words make or mar us. Study of this course will open a hundred doors to higher opportunities and success. Learn hundreds of power words to perform miracles for your speech and writing, how to choose and use the right word. Indeed, nothing is more powerful than a word used rightly. Joseph Conrad wrote that ‘the use of the right word is more important than the right

argument.' You will study how to think effectively with effective words and communicate effectively for success. The more words you know the more clearly and powerfully you will think. Master the overwhelming power of words. Conquer the words with the power of words. Be sure, very few have it.

And mind you, you are never late to increase your word power. Study words and make your own path towards success with the foundation stones of words. It's only words...Scriptures tell us that in the beginning there was 'word'...

How to enrich your vocabulary?

To enrich your word power, you need to achieve certain competencies. Like, 'Collocation Competency', 'Idiom Competency', 'Verb Competency', 'Text Generation Competency', 'Adjective/Adverb competency', 'Choosing and Using the Right Word Competency', etc. A native speaker of English develops these competencies naturally as he is born and brought up in English environment which we do not have here in India. It is possible that you get no exposure to English in your surrounding for learning. There may be hardly any one who can be of some help in learning English. We have to develop these competencies with persistent hard work with words. A native speaker of English acquires 'the English linguistic behaviour naturally, ecologically'. We need to undergo the same process wherein you get new words to experience in your thought behaviour. As our ability to think precisely and generate text greatly depends on our word power, we have to give vocabulary development top priority. The key is to work with words in a very systematic

Note that fluency and accuracy is impossible without words. You will not become a fluent speaker and writer in English if you do not have adequate word power. Mastering grammar is one part of it. You must know words. Words are the dress of your thoughts.

Words are required for human experiences. The word 'happy' holds a permanent meaning which we can 'feel'; at least we can imagine when we hear that 'someone is happy.' Thus, we can experience without words, but to convey to others our experience we have to have words. If we lack the required word power, we will fail to express, even though we have felt or have had intense experiences. These experiences will keep struggling for expression in our heart. Without right words we will just 'manage to express'.

Read about Paupans from Africa in 'Is Vocabulary development related to mind development?' in Additional Reading on page no. 17.

You must understand that most of our vocabulary is accidental and hence inadequate. You need independent, focussed, committed effort to learn new words.

The key to develop word power is to actually work with new words in a very systematic way. There has to be a method, a system. You have to take learning new words very seriously. You need right material to study. Reading newspapers is just one part of it.

We expect you to be persistent in your study of new words. Our advice is: 'Don't pick up the language, learn it.' Can you learn to play *Tabla* or *Sitar* in a day? We don't believe in any short cut, crash course method. We believe in making learning easy.

In this module you shall study:

- Must words for thought fluency
- Power Words for power expression
- Personality positioning words
- Learning words quickly
- Metaphors
- Mastering collocations
- Mastering Adjectives
- Mastering Adverbs
- Mastering Phrasal Verbs
- Mastering Idioms
- Mastering Foreign Words in English (words from French, Latin, Greek and other languages)
- Technique for word power development
- Creating figures of speech, etc.
- Words whenever you need them
- ExpressWell

VI. Fluency Development

You worked hard and earned your diplomas/degrees of professional education by dint of your hard work. You certainly deserve the best life has to offer. But now you realise that lack of effective command over the English language is seriously hindering your career progress.

But do not despair. Mind You, you are not alone in this problem. Hundreds and thousands of brilliant engineers and managers and other high calibre professionals face the same plight- lack of fluency and accuracy; and roadblocks in your career development.

This module of WFAD on fluency development will train you to produce your speech and written text in a stream like manner giving you effective fluency in your communication that you always dream of.

Part – A

- Ready to deliver speech - The Speech Generation Process
- Speech organisation tools
- Speech weaving techniques
- Letting yourself go - breaking the ice
- Relating Information for Fluency
- Guided instructions on how to begin, etc.
- Making the beginning : The feedback visualisation technique
- Tapping fluency-development tools and sources in your environment.
- Effective Listening for Fluency
- Reading for Fluency
- Writing for Fluency
- Acquiring natural rhythm, tone and speed
- Visualisation for Fluency
- Generating alternate speech
- Developing Ability of Critical Thinking (in English) for Fluency
- Stress thinking - Reaching beyond the obvious
- Chain reaction
- Firecrackers string technique for thinking
- Creative thinking for Fluency
- Core theme identification
- Theme weaving technique
- Other Fluency Techniques
- Theme weaving technique
- Other Fluency Techniques

Part B

- Facing eventualities (like speaking in an unfamiliar situations)
- Overcoming Fluency-blocks
- Developing English environment
- Ideation for Fluency (idea synthesis, etc.)
- Idea grouping - power of association
- Using memory for Fluency (Does that remind you of...?)
- Organised ideation
- Logical reasoning and judgement for Fluency
- Using explanation technique.
- Flow maintaining Techniques
- Audience Analysis
- Speaking from memory
- Improving thought velocity
- Observing for Fluency
- How to know something well
- Style for your Fluency
- Focussed thinking
- Getting rid of speech blemishes (Bad voice-intonation, fast speaking, wrong and loud gestures, etc.)
- The association technique for speech-text generation
- Topics for Fluency drill
- Solo-Brain storming for Fluency
- Using other people's speech for your own
- Avoiding Confusion about fluency
- Fluency in Presentation
- Bringing the Power of Emotion in your speech

VII. Accuracy Development

- Getting rid of common mistakes and errors in English

Introspect your English.

Do you find that you make embarrassing errors and mistakes while speaking and writing English? Is this killing your confidence in speaking English fluently?

Here is your opportunity to fine-tune and refine your English and make it flawless.

Even highly qualified people commit embarrassing mistakes and errors in spoken and written English. These may be related to grammar, word usage (you might be choosing wrong words), etc. This reflects very badly on their personality and individuality. Your language reveals your attitude towards everything.

Rightly said, “You are not more than your language.” If you use your language in an abusive way, you will leave a bad impression. It can even shock your audience. When you speak or write you are revealing yourself – YOUR ‘SELF.’ Your language will make or mar you. You create your own world with your language.

But you are not to be blamed for your wrong English. Mind you, studying in English medium does not assure accuracy in the English usage. Read what Maharashtra State Bureau of Textbook Production and Curriculum Research (Government of Maharashtra) has to say here.

It is found that many English medium students, owing to many reasons, speak broken English. (It is Hindi plus English - **Hinglish**). Many have fluency but lack accuracy. Maharashtra State Bureau of Textbook Production and Curriculum Research of Government of Maharashtra has given the answer to this question in the preface to KUMARBHARTI Std. IX. The Board has clarified that ‘*greater attention has been paid to language than to literature. This decision to play up language stems from a belief that the student of English-as-first-language has fluency but often lacks accuracy. Also he/she has adequate proficiency in listening and speaking but often lacks the ability to read and write well enough. Therefore, the four language skills, reading and writing have been emphasised.*’

Shri. J.R.D. Tata, the Bharat Ratna once said 'a good plumber is better than a bad scientist.' Personal excellence is the real worth of a person.

Now should you tolerate mistakes and errors in your English?

In accuracy development module you shall study the following:

Part – A

- Grammatical Accuracy

Part – B

- Correct English Pronunciation (The **Received Pronunciation of England** – the standard British Pronunciation)

Part- C

- Choosing and Using the Right Word

Part- D

- Speaking and Writing With Precision

Part- E

- Comparative Study of British English, American English and Indian English

Part- F

- Becoming an active user of simple, natural and living English.

VIII. English for Mind Cultivation

Introductory Unit on Mind cultivation and Thought Culture Change in association with ‘Institute of Mind Cultivation, Thought Culture Change & Research. (Language for Mind Cultivation. This is based on a breakthrough research of Mr. Prakash Almeida, Director, EnglishFountain)

IX. Study of great speeches and writings in English as case studies.

X. Revision and consolidation (Tests and other aspects.)

Note: *Every month our learners receive a specially compiled volume of excellent articles, speeches and editorials harvested from important sources. This choicest material gives learners vital exposure to high level English.*

How the course is delivered?

This is essentially a home study course delivered through correspondence distance education mode. You will receive study packages every two months. The course material is written in lucid style and in simple self-explanatory manner. There are self-test exercises to check your progress.

Duration: 10 months

Investment: Rs. 5,500 (Inclusive of course material, audio cassette/CD ROM)

Can I pay the fee in installments?

Sorry. No installment facility is available for *WFAD*. *EnglishFountain* has taken care to offer this course at a reasonable fees to enable more and more people to study this course.

How to take admission?

Please find an admission form enclosed with this. Please fill it carefully and send it to us with a DD or a crossed cheque drawn in favour of 'English Fountain' made payable in Mumbai. Send your dully filled admission form by registered post to: EnglishFountain, 202. Champa Sadan, Near Hotel Sai Leela, Opp. Vasai Station (W), Dist. :Thane, Pin. 401 202, MS, India.

Note: 1. **Allow three weeks for the first dispatch of the first package of the study material. (Cheques are subject to realisation.**

2. The study material is fully copyright and must not be used for any purpose than other than for the study of the learner. The material must not be stored, transmitted, copied or translated in any language any form whatever. Violation of this condition shall be dealt with stringent criminal proceedings.

3. Hundreds of ambitious *serious* learners of English have found this course very rewarding. Don't just get the course books, audio tapes, CDs and sit on them. Study. You must. Have persistence and patience. Have a regular time table. Exploit the course material for your skills development. Just purchasing the course is never enough; you must study it thoroughly and persistently. (You must have noted that we keep repeating this point.)

4. The fee or any part of it is not refundable on any account. It is our obligation to dispatch the study material as per the schedule. Study material is not supplied in one lot. Requests for one time dispatch of the study material will be entertained. We encourage you to use internet and remain in touch with our web site (www.englishfountain.com) which is regularly updated.

5. Any legal dispute shall be subject to the jurisdiction of the courts in Mumbai, Maharashtra.

Please note: The study material is developed in such a way that you have certain study target for every day. The study material makes you work very systematically. The study demands persistent hard work. WFAD does not believe in any short cut or crash course method. No one can master hundreds of words in couple of hours. To repeat, your attitude is very important. Are you interested in 'picking up' the language or want to 'cultivate it'? The study material will make you work with words systematically.

You must not expect miraculous success in mastering words. Good and great things in life take time. That is why they last. When you learn words, you learn them for life time and definitely not for an hour or two. So have a very positive attitude towards the study of this course. Of course, you will immensely enjoy it as language learning is essentially an enjoyable activity. Please work hard with this course and persistently. Achieve higher excellence in English and conquer the world with your words. Study this course like an artist. Say, a pianist learning to play piano. He is passionate and wants to excel in self expression. Your attitude is as crucial as your aptitude. So come on friend, master the English language and take over the world.

Study material is copyright material of EnglishFountain. Any violation of the copyright will invite legal action.

"Nothing in the world can take the place of persistency. Talent will not. There is nothing more common than unsuccessful men with talents. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts. Only persistence and determination are omnipotent." - Calvin Coolidge, the former President of America

The word '**success**' comes before the word '**work**' only in a dictionary.

Frequently Asked Questions

☒ *Can one learn English by self-study?*

Firstly, this course is not a basic level course. This is essentially a skills building and enhancement course aimed at giving higher fluency in English. It is not aimed at making you a mere talkative person. It is to train you in the fine art of effective speaking and writing.

It aims at training you to speak and write in a very influential way. You might have believed until now that you have problems with word power, structures of the English language, practice, etc. Significantly, fluency in spoken English is more than that. Please note that our basic objective goes beyond making you mere fluent speaker. We aim at developing your power of expression. It trains you in the precious skill of meaningful, effective, and influential communication.

It is basically for those who already have reasonable command over the English language and want to sharpen their communicative competence in spoken English. That is why we believe our learners are to be advanced learners in the sense that they have enough command over English to learn new techniques.

Please note the word ‘techniques’. These fluency-related techniques could be mastered only by self study method. People think that spoken English is just ‘practice-oriented’. This is true in the case of beginners. Now you need not to back to the basics.

Fluency and Accuracy Development Course is for professionals, executives, academicians, and those going abroad for higher responsibilities.

Now turning to your question- Can one become an accomplished user of English by self-study? Please DO NOT underestimate your own inborn capabilities to learn new things on your own. Every child has this ability to learn things on his own. He masters languages even before going to school. How? Just be listening and speaking – that is, by actually by doing it – going through the learning process, on his own. Note that language learning is essentially and fundamentally self-learning.

Language experts firmly believe that language learning is basically acquiring a new behaviour. It is like learning to play a new musical instrument like Violin. Your instructor will instruct you, tell you more about it; but it is **YOU** who must work with it. Your teacher will not practice for you. There is no substitute to self-study and self-training. So nothing great that you must work hard. (Mind you, the word ‘Success’ comes before the word ‘Work’ only in a dictionary.) The same way for learning new words. The only way to attain excellence is to work hard for it.

Linguistically speaking, language learning is an ecological process. Look at a child. Any child has the inborn ability to learn to speak many languages on its own. The child can speak well even before going to school and knowing syllables or anything of grammar. At last language is nothing but a definite, distinct sound system. Words are nothing but unique sounds. We learn such sounds automatically.

That is why language learning is quite different from learning other subjects. In language learning the learner is at the centre. The responsibility is on the learner. He has to become a sponge to absorb new structures, expressions, words, subtleties, sounds and rhythms, etc.

WFAD course is a highly acclaimed, proven tool for self-learning. Hundreds have benefited from it. Of course, you must work hard. Learning new words is never easy. You have to be committed and hard working. You must have the determination and intense passion to acquire new words and higher language. A learner must always be vigilant and greedy to learn and earn new words and expressions.

If you do not work hard then the words will go back to dictionary. You cannot speak and write effectively just by buying and carrying with you all the good dictionaries in the world. No one can become a master in any subject by merely opening a library at home. You will not learn to swim just by watching others swim. You have to jump into the water. Deeper the water, the better swimmer you become.

WFAD is designed in such a way that it exploits your own inborn, natural faculties to learn the higher aspects of the language in a very structured and systematic way.

A good teacher essentially does the same. He must enable the learner to use his own abilities to learn new things on his own. Don't you understand meanings of new words you come across in newspapers? Even the context is enough to give you the meaning. You do not go back to your English teacher to know the meanings of every new word. A good teacher always makes his student independent, self-learners. A teacher is not always available to you. It is fundamentally wrong even if this is possible. One must fly with one's own wings. WFAD aspires to give you your own wings of self-learning. That is what we mean when we call you an 'advanced learner'.

Ancient India had the *Gurukul* tradition. The Guru would train his pupils in the art of using their own natural abilities to learn new things and face life. The Guru would go beyond instructing and teaching, he would actually train his pupils. Our ancient educational system was based on the realisation that what one mind is capable of conceiving and achieving, the other is capable of learning and acquiring. That is why ancient languages like Sanskrit reached to the summit of glory and excellence. Great literature could be created in these languages. Tragically, our education system is such that it is essentially exam oriented. That is why we have a lot of teaching, no learning. It just stuffs the student's brain with all information without developing his inborn abilities for self-learning. Self-learning is independence. In our educational institutes language teaching does not result into a learning process. We believe the greatest task and duty of a teacher is to enable his student to explore his own inborn capabilities. That should be the true measure of his success as a teacher. To help the pupil raise the sails of his own powers and venture out into the uncharted waters of life.

In today's education system, students study not for knowledge but for higher grades in examinations. This rat race for higher grades in examinations has resulted in excessive dependence upon digests, paper solutions, coaching classes, etc. Hardly a few students read even text books. The end result is that the student's mind is stuffed. The inner side gets no opportunity for expression. Nothing is tested more than his memory.

Language learning is essentially a joyful experience. It is something that naturally happens to us all. But due to very faulty manner of teaching English most of the students find English (the subject) as a devil that they have to take on the examinations. Despite well-meaning efforts, English is still taught for examinations and not as a language of global communication. Hence, no excellence in English required for career development.

I have come across school students as well as professionals who can't even generate a passage of their own in their own words. The root cause of this handicap could be found in the teachers who give ready made essays or make students mug up the whole essay. We have found the tendency that what the students can't understand write on their own, they go on mugging it up. As self-learning abilities are not properly and adequately harnessed in schools and colleges, many people have self-doubt about education by distance mode. In fact, they being the victims of an insensate education system are not to be blamed. Distance education has emerged as a trusted mode of learning.

That is why one must study English independently for achieving higher excellence in its usage.

No one can teach a person better than his own convinced mind. Nothing can be taught to an unreceptive mind. Mind becomes receptive with the ability to learn through self-study. Think it over and you will agree with us. This is especially true in the case of learning a new language.

So be sure, you can definitely learn hundreds of new words of the English language and achieve higher competency in English by studying this excellent course. Note that a lot of research has gone into the making of this course and hundreds have achieved higher excellence by WFAD through self-study method.

☞ Why can't I speak and write English effectively though I have been studying in English medium for years?

Just go back right up to your school days and introspect. Did they teach you English as an international language of communication? Definitely not!

They taught you English as a subject for examination. You were taught about the technical aspects of the language and not about the use of it, the functional aspect of it. What they taught was only written English, just to receive information. You were not taught the language to reproduce what you received. Achieving higher excellence was never the objective.

To know about the language and to know the language is quite different.

No wonder, you PICKED UP your English. You did not LEARN it. Your excellence in communication skill was never a problem for the education system, your grades in exam was the only and the supreme concern. That is why we have many meritorious students who get very good grades in exams yet can't speak fluently and accurately.

So please stop blaming yourself for not being able to communicate fluently accurately in English. Very few exceptions apart, all are in the same boat. Needless to say, vernacular medium students are in a very pathetic condition. Out of fifteen lakh students who take up SSC exam, over seven lakh fail in English. Hundreds of students commit suicide. The state of teaching of English is pathetic. (CIEFL– Central Institute of English and Foreign Languages, Hyderabad reveals in a survey that less than 5% Indians (out of 105 crore) can handle text in English effectively and less than 3% can actually communicate in English effectively.)

Though graduates on an average study English as a subject for eight years, very few of them can compose couple of lines of text in English. They are taught English for exam (with literature) and not for communication. They study grammar very well, yet they can't speak and write well.

Significantly, the English you learnt at school and colleges was essentially exam-focussed. Also sadly, very few students are keen readers. Students must read to garner new words. Students don't even read text books. That is why we lament that we have a lot of teaching no learning.

WFAD offers a whole new opportunity to undergo a definite, tested learning process to excel in the English language, to make it your personal cutting edge competitive advantage.

No wonder, even after having higher qualifications, many people have difficulties in speaking effectively. This course of ours trains in the fine art of using the English language for effective communication. And be sure, you will enjoy it and you will regret the system that deprived you of all these learning opportunities. It is tragic that the very power of expressions is not properly developed in the formative years of the students.

But now you need not regret. Be determined to learn hundreds and thousands of new words and speak and write fluently and accurately. Just the *WFAD* way.

What are the unique features of WFAD?

One most important feature is that it brings to the serious learner a focussed, structured material to study new words. Note that the focus is on actual usage of the language and not on taking mere technical information about the language. We see many students struggling with newspapers, periodicals to learn new words. Of course, you can harvest hundreds of new words reading newspapers and periodicals. But that is not enough. There has to be a special approach, a method. WFAD provides you just the right material and method..

Also, grammatical terms are treated as mere word-groups. This is a path breaking method. It will enhance your mastery of functional grammar. The objective of this course is not to make you a grammarian or lexicographer but to make you an expert user of English.

Just have a look at the course contents. You have a Diagnostic test to know your present level of knowledge of the language.

No wonder hundreds of students find W-FAD very rewarding and enjoyable. You will like to recommend WFAD course to your near and dear ones.

WHY NOT CLASS ROOM TRAINING?

Now let us see what the benefits of class room learning method are. Firstly, it is suitable mostly for those who are beginners.

Imagine yourself in a class room to study for higher fluency in English.

Now you are not there for learning the basics and you will very soon find that you are at a wrong place.

Because with our vast and varied experience of class room teaching we can definitely tell you that everyone will be at a varying level of understanding of English. Someone may have problem with grammar, someone may complain about the lack of word power, someone will be as good as dumb.

You are there to master excellence. Your problem areas are different and cannot be treated there. Besides, you may have some psychological barriers in sitting with youngsters or even elders to improve your English.

You are not interested in ‘improving’ your English. You want to fine tune it, enrich it for powerful expression.

Just wait and see critically how you mastered your other life skills. You will find that until now whatever you have mastered is essentially by ‘SELF-LEARNING’. You will see that this method is the best method. In schools and colleges, that is, in class rooms, they just TEACH you. LEARNING is done by you. No one else can do the learning for you.

EnglishFountain’s WORD POWER, FLUENCY AND ACCURACY DEVELOPMENT COURSE IN ENGLISH is designed in such a way that it exploits your own inborn, natural faculties to learn the higher aspects of the Language.

What could be my problem areas?

Many people complain of a weak and insufficient word power. They just keep on complaining. And do nothing about it. Our question is : what are you doing about your problem areas in English? Once you understand that you have difficulty with certain aspects of your English, you must work hard to get rid of these difficulties.

Consider the rapidly changing socio-economic scenario. One must adapt to the overwhelming sweeping changes. One must constantly develop cutting edge competitive advantages for survival and growth. Mastering language is the easiest way to develop such cutting edge competitive advantage. The ability of speaking English fluently is extremely important. No one can survive being tongue-tied.

When you working hard to develop high fluency in English, you are not doing anything extraordinary or great. You are doing something that you owe to your own ambition and aspirations. Self-development and improvement cannot be taken as something extraordinary. That is why, when you decide to do something about your lack of fluency in English, you are trying to be more sensible and responsible toward yourself.

There are only two types of people - those who can communicate effectively and those who cannot.

You will survive with your ability to communicate effectively. If you are an executive, think over this statement critically and you will soon realise that much of your time is spent in communication.

Today business is effective communication. And effective communication does mean speaking and writing with fluency and accuracy.

Additional Reading

☞ *Is Managerial Excellence linked to Vocabulary Development?*

It is an established fact that one's language ability is directly proportional to one's learning ability and vice versa.

Managerial excellence is closely related to vocabulary development. A focussed vocabulary test reveals the critical thinking and other managerial abilities. People who have command over words have command over people. Many executives who lag behind are found wanting in their command of the English language.

More and more companies world over are now using vocabulary tests as adjuncts in grading the ability of people. The University of Illinois professors found that brief vocabulary tests of 29 words was the most accurate prediction to the future scholastic standing of students and their success in careers. Of course, there are other ways to succeed but surely, vocabulary development is the easiest and the quickest one. Thus, to gain insightful understanding of an executive's overall stature and progress, his vocabulary is a very critical and useful tool and an indicator.

☞ *What are words?*

Words are rightly called **the ambassadors of the soul**. Success and vocabulary go hand in hand. Our knowledge of words is all that makes it possible for us to understand our associates or our friends. And it is only by words that we can impact the minds of others and make them believe and act according to our own ideas. Or command them to do our wishes. More important than this, we think with words. Thought is impossible without words. As rightly said by Thomas Sheridan some 200 years ago, ***“There is such an intimate connection between ideas and words that whatever deficiency or fault there may be in the one necessarily affects the other.”***

It follows almost like a law of mathematics that the more words you know the more clearly and powerfully you will think. No wonder, GRE exam (and other exams like IELTS, SAT, GMAT, CET, CAT, TOEFL) for higher education focuses on critical thinking and writing ability. Management trainers legitimately expect learners to have sound knowledge of words. Inadequate vocabulary indicates that the learner has no power of understanding. No wonder, everyone is vocabulary -conscious today.

Understandably, what we do not understand well we cannot control and use effectively. **What we cannot state clearly, we do not know** (we cannot even claim that know it.) **A limited vocabulary restricts critical thinking** as thought is impossible without words. Also, in order to understand other people are thinking (expressed in spoken and written English), one must have excellent, enriched vocabulary. Right words at right time give us the critical ability of precise thinking and precise, accurate expression. To understand what Drucker, Toffler, Kotler, Porter, Das, Palkhivala and others think and say one must know their vocabulary, i.e. the words with which they think, the very tools of their thoughts. **Thought is impossible without words.**

Words are the immediate gift of god to man. Thought is impossible without words. The whole knowledge is stored in words. According to language scientists, words hold a key to success; your vocabulary is related directly to your accomplishments. Success and vocabulary go hand in hand. No wonder, you have those vocabulary tests as ability tests. Your words are the voice of your mind. Without words you cannot learn nor can communicate. A person is what his language is. Your vocabulary mirrors your personality. Words make or mar us. Join this unique word power development course and open a hundred doors to higher opportunities and success. Learn hundreds of power words to perform miracles for your speech and writing, how to choose and use the right word (nothing is more powerful than a word used rightly. *The use of the right word is more important than the right argument* – Joseph Conrad), how to think effectively with effective words and communicate effectively for success. **The more words you know the more clearly and powerfully you will think.** Master the overwhelming power of words. Be sure, very few have it. (In India a survey by CIEFL says that less than 3% have excellence in English and less than 10% can actually communicate in English.)

Educationists make it clear that our words are our most fundamental intellectual achievement and acquirement.

Understanding the importance of higher excellence in English.

Surely you understand the importance of English. But there is something more to that. We believe it is rewarding to understand this aspect – the role of language in your life.

We would like to mention Rev. Dr. John Wilson here. Rev. Wilson reached Bombay on 14th Feb., 1829 after five months journey from Scotland. He is regarded as one of the seven founders of Bombay (Mumbai). With his wife he did pioneering work in the field of education. Today, Wilson College is a renowned college in India and it is a scintillating evidence of his great contribution to education in India. Rev. Wilson had a great love and respect for Indian languages. He was a very serious and committed student of languages. He mastered Marathi within six months and even began to lecture in Marathi. Very soon he mastered many Indian languages like Sanskrit and even wrote grammar books, dictionaries, and scholarly treatise. We gave his example to highlight the point that you have to be very serious when you study a language. Like a diamond, language is forever. Your attitude decides everything. Your language reveals your attitude.

In this era of information explosion excellent fluency in English is a great personal competitive advantage. This is most valid in today's networked world. Technologies like Internet have made information accessible to one and all. But very few can convert it into knowledge. You must have the ability to derive knowledge out of information. Information is not knowledge. If your language skills are poor you cannot handle and exploit information effectively and get knowledge out of it. Information goes, knowledge remains. So your superiority is directly linked to your excellence in the English language.

Technology is a great leveller and internet has ended the monopoly of information and knowledge. Now the real competitive advantage will come from the ability to understand and manipulate information to extract required knowledge. It will decide the winner. No wonder, suddenly those who have studied English literature are in great demand in today's knowledge economy. Of course, you do not have to study literature and get a masters degree to achieve higher excellence in English.

Strangely those who study English literature may not have excellence in English.

You can not control what you do not understand. What you do not understand very well not of much use to you. You cannot exploit it to its fullest potential. The command over the medium of information will be a crucial factor in the new knowledge-economy era. Any delay in achieving excellence in communication skills will prove costly at all levels. This is especially important when the medium of knowledge is a global one. Only excellent command over the medium of knowledge can give you equality of opportunity. That is the secret of the success of India's software professionals. The secret is their knowledge of English. Chinese, Japanese and Germans and even French are realising this fact to their bitterness. No wonder, China has taken up teaching of English on war footing. China wants to teach English to her 25 crore school students within a decade from now. Chinese education minister toured India scouting for 10,000 Indian teachers of the English language. Thus, increasingly, it is the mastery over the medium of information that will decide your competitiveness. This is valid in case of individuals as well as that of nation-states.

Your knowledge of English that will give your expertise wings to fly high and higher.

Professionals must urgently sharpen their communication skills in English. One cannot afford to lose important opportunities. One major problem area in their higher career progression is their lack of fluency. Professionals have excellent functional knowledge but are found wanting in excellent communication skills. Don't you read in placement ads for higher positions like Vice Presidents, CEOs demanding 'excellent communication skills'?

We believe that India is facing acute shortage of skilled IT professionals not because there are very few; but because there are many who were not selected as worthy of work due to their lack of spoken communication skills. They fail in the selection process. Many fail in interview itself. If these skilled professionals are trained in fluency in English, we feel sure that many more will get selected and the scene of acute shortage of IT professionals will change substantially.

In less than 15 minutes of job interview an aspiring skilled professional's hard work and expertise go ignored and even snubbed at. They are left bitter, sullen and frustrated.

They realise the fact that 'what you cannot express clearly you do not know. You cannot even claim that you know.' There is no substitute to powerful, effective expression. Worse still, what you cannot express powerfully, you are not considered worthy of it.

In the field of higher responsibilities this is an overwhelming reality. No wonder all managers are after harnessing their knowledge of English.

No wonder, one's ability to communicate effectively, and not mere his Curriculum Vitae is the mirror of his personality. What they speak and how they speak it play a crucial role in the whole thing.

Fluency - nothing great about it.

Myths about fluency

Please understand very well that becoming fluent in English is different and knowing about English is different.

A five-year-old child speaks very fluently at the level of his understanding of the language that he gets to listen. For this child fluency is definitely not a matter of advanced learning. It is essentially a matter of natural absorption and forming speech habits. To put it simply, it is an ability to play with words, with habitual ease.

Fluency development is essentially mind training.

Fluency for Personal Power

There are only two types of people - those who can communicate effectively and those who cannot.

You will survive by your ability to communicate effectively. If you are an executive, think over this statement critically and you will soon realise the fact that much of your time is spent in communicating - especially speaking to people to get the things done.

Today business is effective communication. And effective communication does mean speaking with fluency.

But it is not just fluency that is important. Accuracy of what you speak is equally important. Wrong, error-ridden speech can not be an effective communication. It may backfire cutting a sorry figure of you.

Your learning vocabulary is basically and largely accidental. They are not expected to master the English language but to master their area of knowledge (marketing, finance, etc.) That is why many high-calibre professionals with remarkable expertise in their functional fields yet are very poor in communication. This puts you at a serious disadvantage in today's knowledge-based era where business is successful communication. They use clichés and most of their words are rather 'worn-out words'. They cannot become effective, critical thinkers with a poor vocabulary which seriously impacts their managerial and organisational effectiveness.

UNDERSTANDING THE LANGUAGE SYSTEM

As rightly defined, language is "a set of human habits, the purpose of which is to give expression to thoughts and feelings." The very use of system of language is on the habit level; we ordinarily do not make conscious choices of words and sounds when we operate the language system. The native speaker of a language does not have never to think of the position of different speech organs, nor has he to make any conscious effort to arrange words in speech or writing. Words have a spontaneous flow. It is a matter of habit for the speaker to arrange them in the order in which others hear them. These language habits are formed by continuous practice. If you have not received this practise, you will have problems in speaking fluently. But thankfully, habits can be formed at any time and hence, training and practice can form fluency as a habit of speech generation. This has to be 'mind-training'. Fluency comes from our habitual ability to arrange words to make sense. Many things play their part in this process which is essentially a process of text generation.

Language system operates on two aims:

***Reception and
Expression***

Reception and Expression are the two main aims of any language. A language is first received and understood and then expressed. In language learning four skills are involved. These skills are: listening and understanding (at this stage we speak as we form habits), reading and understanding, speaking and writing.

Fluency will depend on acquiring necessary speech habits.

But as the child grows, his speech habits prove to be inadequate to express all that he has to or that he feels. Note that for feeling words are not essential. That is very much an internal process. But as he grows up, his language skills also grow dynamically. He masters new structures and expression units to satisfy his requirements. This he does by self-training. To say that fluency development is a matter of advanced learning is like saying that billions of grown-up people still lack it; and as they do not speak fluently as they have received no advanced training in fluency development. Are they not communicating with each other fluently?

Fluency is not limited to spoken part only. Written fluency is also based on the same fundamentals. Fluency development is basically a natural process involving some technical processes. Dolphins jump fluently to express themselves. Tools differ, basics remain the same. Fluency could be viewed as transparency of ideas in verbally expressed manner. It is an unhindered flow of thoughts from one source to another.

Most people who lack fluency should understand that they need to undergo a definite learning process. For example, you have to learn certain words (mainly by sound) and structures if at all you want to use them. What you do not know does not exist for you.

It is something within us, which needs to be taken out truthfully.

In learning a language (especially a foreign language), mastery of structures is more important than mere acquisition of vocabulary. Simple, usual words too are enough. It is better to know how to use the words we know with various shades of their meanings than merely knowing thousands of words.

Range of word power is instrumental in expressing a wide range of human experiences. We feel but for the want of precise, equivalent words; effective, precise expression becomes difficult.

In our schools the main approach to teaching of English has been that 'English is a library language', thus reading and writing are more emphasised than speaking.

That is one of the several causes for your lack of fluency.

Many people have good word power, but they fail in expressing what is on their mind.

Why?

This may be happening in your case too.

The reason for this is that you were never fully and rightly trained to 'express verbally'. You were trained to express your mind in 'written form'. You need practice of 'expressing' your human experiences. The experienced you never learnt to express, you can never express ably. At least, you should receive the opportunity to learn by listening from others expressing their experiences. This is the process of natural absorption of other's expressions. We are the source of each other's education.

But this requires training, self-training. As listening is a vital fundamental skill in language learning process. It is essentially developed by self-study, self-endeavour. No one else can study it for you.

We are confident that this course in fluency and accuracy development will go a long way in helping you overcoming most of your problems in becoming a fluent speaker in English.

☞ Is Vocabulary development related to ‘Mind Development’?

Definitely! Eminent linguists prove this fact. English language experts at *EnglishFountain* have done a breakthrough research in ‘rapid mind development’. This is so significant a breakthrough that it enables organisations boost productivity in all forms by helping individuals achieve rapid mind growth. Our ability to utilise our brainpower depends solely on our word power. There is a close, amazing link between brain-mind power development and linguistic skills. So crucial are words that a person’s intellectual growth is directly proportional to his vocabulary development. The stunning fact is that if a person masters vocabulary and thought-system of someone of higher intelligence and excellence, the person can achieve tremendous intellectual enhancement. This is like evolution in leaps and bounds. Behavioural development is closely linked with vocabulary enhancement.

Paupans from Africa...

For example, the Paupans (a certain tribe) have a limited vocabulary. A Paupan has a vocabulary of not more than 150 words. Hence he can neither speak well nor think well. He is half dumb. Your executives are not dumb, but if they may have problems in vocabulary development, then they could be very effectively helped. A good, clear thinker is a better solution provider.

Are you one of those Paupans from Africa?

Neil Postman, a prolific writer, critic, and professor of communication, once said in a speech that the spiritual ancestors of the contemporary person were of two kinds. The first, he said, were the Athenians, who lived in Greece 2500 years ago. They developed the alphabet; they invented the idea of political democracy, philosophy, logic, rhetoric and came very close to inventing what we call science. They composed epic poems of unsurpassed beauty and insight. They wrote and performed plays that even today have the power to make audiences laugh and weep. They even invented what, today, we call the Olympics. They believed in reason, in beauty, in moderation. About 2,000 years ago, these people began to disappear. But what they had created did not disappear. Their imagination, art, politics, literature, spread all over the world so that, today, it is hardly possible to speak on any subject without repeating what some Athenian said on the matter 2,500 years ago.

The second group of people, called the Goths, lived about 1700 years ago in the place we now call Germany. They were spectacular horsemen, and that is about the only good thing one can say of them. They were marauders -- ruthless and brutal. Their language lacked subtlety and depth. Their art was crude and grotesque. They swept through Europe, burning books, smashing works of art, destroying everything in their path, and they overran the Roman Empire. The Goths left no poetry, no theatre, no logic, no science, no humane politics.

Like the Athenians, the Goths also disappeared, but not before they had ushered in the period known as the Dark Ages. It took Europe almost a thousand years to recover from the after-effects of the Goths and their like.

To be an Athenian is to value language as being humankind's most precious gift, and to strive for grace, precision, and variety in its use. To a Goth, one word is as good as another, and a Goth's language aspires to nothing higher than the cliché.

Your language is a mirror to your personality. You are not more than your words. What you are could be communicated to the world only through your words – your own words!

English is an inevitable language. You can not ignore it if you have big dreams of national and international level.

But mastering English is not difficult as it is made out to be.

You have studied English in your school and college days and yet the fact that you do not have adequate command over it makes you tense, frustrated and lost.

Well, you are not alone in this anguish. Even those who have studied English as their first language (the English medium students, the privileged ones) too lack good knowledge of the language.

For example, read the preface of IX std. text book of English (Maharashtra Board) and you have the Board shamelessly accepting the fact that ‘English medium students have fluency but lack accuracy.’

Why can't a person who has studied English for years speak and write it effectively and with confidence?

The reason is the teaching goals of what they taught you. Mind you, you were taught to give an exam, just to pass. English is taught in schools and colleges as a mere subject for examination and not as a language of international communication. No wonder lakhs of our graduates lack fluency and accuracy in English.

So if you have missed learning good English and missed the learning process, here is your opportunity to master it now. You are aware that you cannot face the stiff competition for career goals with bad or poor English.

EnglishFountain's Word Power, Fluency and Accuracy Development Course is just the right course for you. This first of its kind course in India, and in the world, as some experts believe, launches for you the necessary learning process over a period and makes you work with language in a very creative and systematic manner. It is this learning process that you missed until now trains gives you insightful understanding of the English language system.

Churchill said he craved for words. So did all other great men. We are governed by words. Kipling rightly said, "Words are the most powerful drug used by mankind."

Recently we did a survey of young professionals and other career aspirants. We focussed on engineering (especially IT sector and management students. We found that their knowledge and competence of the English language is woefully inadequate to seize those innumerable career progression opportunities this era of globalisation affords them.

WFAD course focuses on three problem areas. This being a sort of remedial and consolidation course it takes into account various

Master English and conquer the world.
You are invited.

"The only thing I would whip schoolboys for is not knowing English."- Churchill

What our students say?

“I am a software engineer. I have five years of experience in C++. I had problems in communicating effectively. I realised it late that I cannot speak fluently and accurately. Poor vocabulary was my problem. My friend (also a software geek) told me about this course and I joined it. Of course, you have to work hard and persistently with **‘Word Power, Fluency & Accuracy Development Course’**. Now I can speak English fluently and accurately. Here is a course that demands hard work and promises reward. A no-nonsense approach to mastering English.”

-**William Dias, BE(Electronics)**

‘I am working as a production manager in a reputed company. Actually we technical people are not trained in achieving higher excellence in English. We focus only on our functional field, i.e. mastering technologies. But I found that my role is changing and that I have to communicate more and more. Thankfully, **‘Word Power, Fluency & Accuracy Development Course’** of EnglishFountain helped me improve my English tremendously. Be persistent and work hard with **‘Word Power, Fluency & Accuracy Development Course’** and you will not fail in noticing the difference. I recommend it to my colleagues and subordinates.” - **Mahesh Nair, M.Tech.**

“After joining actual management I realised that as a manager my most of the time is dedicated to talking to people. I must talk effectively to get the work done. You need to be excellent communicator. This requires good knowledge of English. We management executives lack good command over English. Inadequate vocabulary limits your power of thinking. I found EnglishFountain’s **‘Word Power, Fluency & Accuracy Development Course’** especially rewarding. You can successfully complete it at your own pace. As an advanced learner, you can do it easily. Of course, you need to be committed and persistent.”

- **Sujay Malhotra, MMS(Export executive)**

‘Just good English is not enough. You need cutting edges personal competitive advantages. Excellence in English is a definite competitive advantage. It gives you a tremendous advantage over others. I definitely recommend **‘Word Power, Fluency & Accuracy Development Course’** to all those who aspire for a global career.”

- **Vivek Sharma (Sr. Executive, Finance), Mumbai.**

“I studied in English medium believing that I already knew good English. But I was wrong. I made many grammatical errors and used wrong words. One of our senior managers from our Delhi branch told me about EnglishFountain’s **‘Word Power, Fluency & Accuracy Development Course’**. I completed the course books. Now I am confident with my English.

- **Ms. Kranti Desai, Ahmadabad**

About *EnglishFountain*

EnglishFountain is a leading English language learning resource committed to train human resource in India to achieve communicative competence in the English language. EnglishFountain offers various need-based training programs which are delivered through instructor-led regular class room teaching and also through correspondence distance education mode. EnglishFountain's research-based programs have become very popular all over the country. More and more people are turning to EnglishFountain for achieving excellence in English.

EnglishFountain is shortly publishing books and CD ROMs for teaching and learning English. To take the empowering knowledge of English to more and more people EnglishFountain has planned to launch over 50 training centres all over Maharashtra through franchisee mode.

EnglishFountain offers corporate training programs to train corporate human resource in achieving higher communicative competence in English, the global language of trade, science and technology. Corporates find EnglishFountain's programs very rewarding in maintaining their cutting edge competitive advantages in today's tough business scenario. EnglishFountain's 'Executive English Language Lab' offers excellent training programs for upwardly mobile management executives.

Keeping in view the quality of teaching of English in India which is very poor and far from being satisfactory, EnglishFountain has taken initiative to improve the quality of teaching through various modular teachers training workshops. Teachers find these workshops and training programs very rewarding.

EnglishFountain is shortly launching internet-enabled e-learning programs to reach out to more and more people. EnglishFountain has skills development training programs for everyone – right from school students to top management executives and professionals.

A team of eminent experts of the English language (linguists, teachers, authors of books, editors, and translators) are associated with EnglishFountain in its mission to empower society with the knowledge of English.

EnglishFountain's slogan says it all – *Your Personal Competitive Advantage!*

Visit us : <http://www.englishfountain.com> e-mail: englishfountain@englishfountain.com

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Mr. Almeida is author of over 10 books. He has edited and translated many books on a variety of subjects. He is a well-known corporate trainer in communication skills in English, effective communication, motivation and self-management.

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Word Power, Fluency & Accuracy Development Course

ADMISSION FORM

To,
The Course Director,
EnglishFountain.

Dear Sir,

I am interested in taking your **Word Power, Fluency and Accuracy Development Course**. Enclosed with this a Crossed Cheque/Demand Draft No. dated..... for Rs..... drawn in favour of '**English Fountain**' mad payable in Mumbai.

I understand that I shall receive the course books within four weeks of the receipt of this admission form.

Name:

Address:

Tel.:

Fax.:

E-mail :

My Problem areas are: *(Please tick mark your choices)*

- | | |
|---|--|
| <input type="checkbox"/> I grope for words. | <input type="checkbox"/> Pronunciations. |
| <input type="checkbox"/> I cannot generate my speech text quickly and speak at length | <input type="checkbox"/> I do not have confidence. |
| <input type="checkbox"/> I have problem in using the right word. | <input type="checkbox"/> I do not know all speech structures (Grammar) |

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