



TOPPERS HUB
ACADEMY

PERSONALITY DEVELOPMENT

Spoken English

Communication Skills Guide

A free study resource by **Toppers Hub Academy**

Founder & Director: **Mrs. Neeru Nanda**

20 years • 10,000+ students • 500+ toppers • 5.0★ on Google

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Building Confidence

- Speak in English daily, even in short sentences – consistency builds fluency.
- Do not fear mistakes; they are part of learning any language.
- Think in English instead of translating from your mother tongue.
- Read aloud for ten minutes a day to improve pronunciation and flow.

Improving Vocabulary & Grammar

- Learn five new words a day and use them in sentences.
- Watch English news, shows and talks with subtitles.
- Keep grammar simple and correct rather than complex and wrong.
- Practise common phrases for greetings, introductions and requests.

Speaking Skills

- Maintain eye contact and speak at a steady, clear pace.
- Use pauses instead of filler words like 'um' and 'like'.
- Record yourself and listen back to spot areas to improve.
- Practise group discussions and short presentations regularly.

Want to join our spoken English and personality classes? Call us.

Message us on WhatsApp at +91 98916 12831 or visit toppershubacademy.odoo.com to book a FREE demo class and get your full batch details.