

This is to certify that

Mr. - Roviin

of

INDONESIA

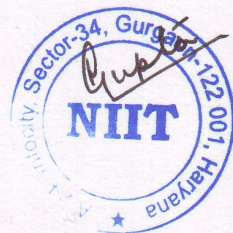
has successfully completed the programme entitled

Certificate Course in Spoken English and MS-Office Skills

from 5-7-2013 *to* 30-08-2013

Place New Delhi

Date 30-08-2013



Programme Director

NIIT

NIIT Limited
Infocity, A-24, Sector-34
Gurgaon 122 001, Haryana, India
Tel: +91 (124) 4916500
Fax: +91 (124) 4916503
www.niit.com

Registered Office:
8 Balaji Estate, 1st floor,
Curu Ravi Das Marg, Kalkaji,
New Delhi -110 019

www.niit.com

Certificate of Participation

This is to certify that Mr. - Roviin

of

INDONESIA

*Has enthusiastically participated in 40 lectures of
Certificate in Certificate Course in Spoken English and MS-Office
Skills*

From 05-Jul-13 to 30-Aug-13

Program Sponsored by Ministry of External Affairs

Course Contents:-

- Basic English Grammar
- Parts of Sentence and Punctuation
- Using Pronouns, verbs and modifiers
- Building and writing Clauses
- Neutralization of Mother Tongue Influence (MTI)
- Communicating in Global Accent and improving Sounds
- Cicely Berry – Jaw Clarity
- Pronunciation and Sound Correction
- Intonation
- Business Correspondence
- Computer Aided audio Visual program dealing with day to day situations
- Global English as used in Workplace.
- Basic IT skills including MS Word, Excel, Power point

Date: 30-Aug-13

Program Director ★

