

Government of Pakistan

**National Vocational and Technical Training Commission
(NAVTTTC)**

"Prime Minister Youth Skill Development Program"



Course Contents / Lesson Plan

Course Title:

**NAVTTTC ENGLISH PROFICIENCY COURSE (IELTS/PTE)-CEFR B1-B2
EQUIVALENT**

Duration: 3 Months

Author Name	Syed Rahat Qader Rizvi (aka Rahat Babar)-Development Communication, IELTS & PTE Training Specialist					
Course Title	NAVTTTC English Proficiency Course (IELTS/PTE)-CEFR B1-B2 Equivalent					
Training Objective	<p>The NAVTTTC English Proficiency Certificate Program is an intensive, engaging English language program carefully designed to bring learners up to internationally recognized English proficiency levels – equivalent to B1-B2 on the CEFR scale and comparable to IELTS/PTE standards.</p> <p>It balances the four core language skills — Listening, Speaking, Reading, and Writing — while embedding cutting-edge digital and AI literacy tools that foster personalized learning and real-world workplace communication skills. Alongside language competence, it promotes cultural awareness essential for navigating the globalized world.</p>					
Training Outcomes	<p>On successful completion of the course, learners will be able to:</p> <ol style="list-style-type: none"> 1) Use English grammar and vocabulary effectively at B1-B2 CEFR level in both spoken and written communication. 2) Understand and respond to spoken English across a variety of global accents and real-life contexts. 3) Understand spoken texts dealing with topics of general interest. 4) Read and interpret diverse written materials such as articles, reports, and digital communications with comprehension. 5) Write coherent, clear, and structured essays, formal and informal letters, emails, and reports. 6) Speak fluently and confidently with clear pronunciation in social, academic, and professional settings. 7) Employ AI-powered and digital tools skillfully for learning, self-correction, and workplace communication. 8) Demonstrate intercultural competence and adapt communication styles effectively in multicultural and workplace environments. 					
Entry Requirements (Students)	<ul style="list-style-type: none"> • <i>Minimum Higher Secondary School Certificate (Intermediate, F.A/F.Sc/A-Levels)</i> • <i>Basic English proficiency verified by Entry Test</i> • <i>One re-attempt allowed; foundation course recommended if not qualified</i> 					
Trainer / Instructor Requirements	<ul style="list-style-type: none"> • Qualification: One year Diploma in English Language with CEFR B2-C1 English certification • Experience: Minimum 2 years' teaching experience. • 					
Scheme of Studies	Sr. No	Modules	Theory Hrs.	Practical Hrs.	Total Hrs.	
	1	Speaking Module I	4	14	18	
	2	Speaking Module II	4	12	16	16
	3	Speaking Module III	3	15	18	
	4	Listening Module I	5	16	21	
	5	Listening Module II	5	17	22	
	6	Listening Module III	4	12	16	
	7	Reading Module I	4	18	22	
	8	Reading Module II	5	18	23	
	9	Reading Module III	4	18	22	
	10	Writing Module I	3	19	22	
	11	Writing Module II	3	19	22	
	12	Writing Module III (Revision & Assessment)	4	14	18	
	Total		48	192	240	
Course Duration &	This competency-based program is delivered with short daily theory briefings followed by extended hands-on practice. The practical-to-theory balance is maintained at 80:20 across the 12 weeks, with formative checks embedded and summative assessments.					

Delivery Plan	<p>This section outlines the structure of course delivery, including total duration, weekly contact hours, and the balance between theory and practical training.</p> <ul style="list-style-type: none"> • Course Duration: 3 months (12 weeks) • Weekly Hours: 20 hours/week • Theory: 48 hrs. (20%) • Practical: 192 hrs. (80%)
Career Progression & Job Employment	<p>After successful completion of the English Proficiency Course (IELTS/PTE) – CEFR B1–B2, learners will be able to communicate effectively and independently in a wide range of everyday social, academic, and professional situations. They will understand the main ideas of complex texts, participate in meetings and discussions, express opinions clearly, and handle routine workplace and study-related communication with confidence, with all four skills listening, speaking, reading, and writing aligned with international testing standards such as IELTS and PTE. Strong English communication skills at CEFR B1–B2 significantly increase employability in both local and international markets, particularly in sectors such as hospitality, customer service, IT, healthcare, engineering, and business administration, while also enhancing academic readiness for admission to international study programs and supporting smoother integration into multinational work environments. This English Proficiency Course therefore serves as a critical steppingstone toward achieving the language standards demanded by employers, universities, and immigration authorities worldwide, opening pathways to advanced study options and diverse career opportunities in English-speaking and global settings.</p>
No of Students	25
Learning Place	Classroom
Instructional Resources	<p>Cambridge English Empower or Latest British Council/Pearson IELTS & PTE Preparation Textbooks</p> <p>British Council IELTS/PTE Practice Tests</p> <p>BBC Learning English Resources</p> <p>TED Talks & Podcasts</p> <p>NAVTTTC LMS Digital Resources</p> <p>British Council IELTS Practice: https://takeielts.britishcouncil.org/take-ielts/prepare/free-ielts-practice-tests</p> <p>IELTS.org Sample Questions: https://www.ielts.org/about-ielts/ielts-sample-test-questions</p> <p>BBC Learning English: https://www.bbc.co.uk/learningenglish</p> <p>TED Talks: https://www.ted.com/talks</p> <p>Grammarly: https://www.grammarly.com/</p>

DETAIL OF COURSE CONTENTS

Module Title	Learning Units	Task/Practical
Week 1: Speaking Module I	<ul style="list-style-type: none"> Grammar fundamentals – Present tense; workplace & daily vocabulary introduction; pronunciation (stress & intonation); communication etiquette basics. Daily speaking practice using learned grammar & vocabulary; role plays on simple workplace/daily scenarios; pronunciation drills on stress & intonation; mock speaking tests; group discussion on short documentary clips. 	<ul style="list-style-type: none"> Daily speaking practice using learned grammar & vocabulary; Role plays on simple workplace/daily scenarios; Pronunciation drills on stress & intonation; Mock speaking tests; Group discussion on short documentary clips
Week 2: Speaking Module II	<ul style="list-style-type: none"> Grammar fundamentals – Past tense; expand workplace & daily vocabulary; pronunciation (accent awareness); fluency strategies. Role plays & dialogues using past tense scenarios; daily speaking practice; pronunciation drills on accent; group presentations; AI-based speaking feedback. 	<ul style="list-style-type: none"> Role plays & dialogues using past tense scenarios; Daily speaking practice; Pronunciation drills on accent; Group presentations; AI-based speaking feedback
Week 3: Speaking Module III	<ul style="list-style-type: none"> Grammar fundamentals – Future tense; consolidate vocabulary; review pronunciation & fluency strategies; communication etiquette in professional context. 	<ul style="list-style-type: none"> Mock speaking tests; Daily conversation exercises; Group discussions & presentations on documentaries; AI feedback sessions; role plays integrating all tenses.
Week 4: Listening Module I	<ul style="list-style-type: none"> Comprehension strategies: gist & detail; exposure to British accent; IELTS/PTE listening task formats. 	<ul style="list-style-type: none"> Listening to sample IELTS/PTE recordings; Answering comprehension questions; AI-driven listening quizzes; group discussion on documentaries; Note-taking practice.
Week 5: Listening Module II	<ul style="list-style-type: none"> Comprehension strategies: inference & prediction; exposure to American accent; note-taking & summarizing spoken content. 	<ul style="list-style-type: none"> Practice listening to TED Talks and podcasts; IELTS/PTE-style listening exercises; Summarizing recorded content; Group comprehension workshops; AI-based quizzes.
Week 6: Listening Module III	<ul style="list-style-type: none"> Understanding multiple accents: Australian; advanced comprehension strategies. IELTS/PTE listening practice techniques. Mid-term Exam: Speaking & Listening 	<ul style="list-style-type: none"> Listening exercises with multiple accents; Timed IELTS/PTE listening tests; Group discussions on documentary/podcast content; AI-assisted Listening quizzes; Review and note-taking refinement.

Week 7: Reading Module I	<ul style="list-style-type: none"> Skimming & scanning techniques; understanding IELTS/PTE question types; vocabulary in context. 	<ul style="list-style-type: none"> Practice with sample IELTS/PTE reading passages; Timed reading exercises; Group text analyses; AI-based reading comprehension quizzes; Vocabulary expansion exercises.
Week 8: Reading Module II	<ul style="list-style-type: none"> Detailed reading strategies; reading for gist/detail; paraphrasing & summarizing techniques. 	<ul style="list-style-type: none"> Timed reading exercises with peer review; Group reading discussions; Online reading comprehension quizzes; AI-assisted comprehension feedback; Summarization exercises.
Week 9: Reading Module III	<ul style="list-style-type: none"> Consolidate reading strategies; practice using IELTS/PTE question formats; advanced vocabulary in context. 	<ul style="list-style-type: none"> Mock reading tests (timed); Group discussions & text analysis; AI-based reading exercises; Paraphrasing & summary drills; Review of previous reading modules
Week 10: Writing Module I	<ul style="list-style-type: none"> Writing formats: essays, letters (formal/informal), emails; coherence & cohesion in writing; grammar & punctuation focus. 	<ul style="list-style-type: none"> Writing practice (draft essays, letters, emails); Peer & instructor feedback on drafts; AI-based grammar & spell checking (Grammarly, Quillbot); Timed writing exercises.
Week 11: Writing Module II	<ul style="list-style-type: none"> Writing reports for academic & professional contexts; editing & proofreading techniques; consolidation of grammar & style. 	<ul style="list-style-type: none"> Writing exercises: Reports, essays, letters; Feedback & revision workshops; AI-assisted editing exercises; Peer review sessions; Timed writing tests.
Week 12 : Writing Module III (Revision & Assessment)	<ul style="list-style-type: none"> Review of all writing formats; focus on coherence, cohesion & clarity; preparation for final exams. Final Exam: Reading, Writing, Listening, Speaking 	<ul style="list-style-type: none"> Revision of previous modules (speaking, listening, reading, writing); Final mock tests: Speaking, Listening, Reading, Writing; Feedback sessions & improvement strategies; AI-based practice & assessment; Final exam preparation.

**LIST OF MACHINERY / EQUIPMENT
For the Class of 25 Students (3-Month Course)**

S.No	Name of Items	Unit
1.	Multimedia Projector / LED Screen	01
2.	Audio Speakers	01
3.	White Board	01
4.	Air-conditioner	01

LIST OF CONSUMABLE MATERIAL
For the Class of 25 Students (3-Month Course)

S.No	Name of Items	Unit
1.	Photocopies of Handouts for Distribution	01
2.	Colored Markers for Teachers	01