SHANKAR IAS ACADEMY™
SINCE 2004
Best Academy for Civil Services Exam Coaching

SYLLABUS
ENGLISH FOR COMPETITIVE EXAMINATIONS
(Duration: 45 Hours)

Particulars	Details
Course	English for Competitive Examinations
Duration	45 hours
Mode	Classroom teaching with regular practice and written assignments
Eligibility	Open to all students preparing for competitive examinations
Medium of Instruction	English, with explanation in the regional language wherever necessary

1. OBJECTIVE OF THE COURSE

This course is designed to build the English language skills required for competitive examinations within a short and intensive duration of 45 hours. Students joining this batch are quick learners, and the course is therefore paced to move at speed, with constant emphasis on writing and speaking from the very first session. The aim is not merely to teach rules of grammar but to build the confidence and fluency needed to write and speak correct English without hesitation, under examination conditions and in real situations.

2. COURSE OUTLINE

The course is organised into six units covering grammar, vocabulary, reading comprehension, writing, and speaking and listening. The table below gives the topics and the hours allotted to each unit.

Unit	Topic	Hours
I	Orientation and Diagnostic Test	1
II	Grammar: Sentence Structure, Tenses, Agreement, Voice and Narration	10
III	Vocabulary: Synonyms, Antonyms, One-word Substitutes, Idioms	6
IV	Reading Comprehension	8
V	Precis Writing, Essay Writing and Letter Writing	8
VI	Speaking and Listening Practice	5

Unit	Topic	Hours
VII	Examination Skills: Error Spotting, Cloze Test, Model Test	7
	Total	45

Unit I: Orientation and Diagnostic Test (1 hour)

- Introduction to the course and its examination relevance
- A short diagnostic test to assess the existing level of each student

Unit II: Grammar (10 hours)

- Parts of speech; the structure of a sentence
- Tenses and their correct use
- Subject-verb agreement, articles and prepositions
- Active and passive voice
- Direct and indirect speech
- Common errors and how to correct them

Unit III: Vocabulary (6 hours)

- Synonyms and antonyms
- One-word substitutes
- Idioms and phrases in common use
- Words that are frequently confused or misused

Unit IV: Reading Comprehension (8 hours)

- Techniques of reading: skimming and scanning
- Finding the main idea, supporting details and the writer's purpose
- Answering comprehension questions with speed and accuracy
- Practice with passages of the type used in competitive examinations

Unit V: Precis, Essay and Letter Writing (8 hours)

- Rules and method of precis writing
- Planning and writing a structured essay

- Formal and informal letter writing
- Timed writing practice to build speed

Unit VI: Speaking and Listening (5 hours)

- Pronunciation and clarity of speech
- Self-introduction and short talks
- Group discussion and interview practice
- Listening exercises and dictation

Unit VII: Examination Skills (7 hours)

- Error spotting and sentence improvement
- Cloze test and para-jumbles
- A full-length model test covering all sections
- Review of the model test and individual feedback

4. TEACHING METHOD

As the students in this batch grasp concepts quickly, teaching will move at a brisk pace, with less time spent on repetition and more on practice. Every session will include a short written or spoken task so that students are writing and speaking from the first day, not only after the grammar portion is complete. Students are encouraged to attempt every exercise without waiting for the rule to be fully explained, and to correct themselves through practice and feedback. Mistakes made while attempting a task quickly are treated as a normal part of learning and are corrected on the spot, so that hesitation does not become a habit.

5. EVALUATION

Component	Weightage
Class tests (grammar, vocabulary, reading)	40%
Writing assignments (precis, essay, letter)	30%
Speaking and listening assessment	15%
Final model test	15%

6. EXPECTED OUTCOME

By the end, a student is expected to write grammatically correct sentences, read and understand a passage of moderate difficulty within a reasonable time, write a precis, a letter and a short essay

with a clear structure, and speak on a familiar topic for two minutes with reasonable fluency and confidence. Students are encouraged throughout the course to write more and speak more, since regular practice, and not the study of rules alone, is what builds real speed and confidence in English.

DATE	TOPICS
25.11.2026	Orientation and Diagnostic Test
27.11.2026	Grammar: Sentence Structure, Tenses, Agreement, Voice and Narration -1
02.12.2026	Grammar: Sentence Structure, Tenses, Agreement, Voice and Narration -2
04.12.2026	Grammar: Sentence Structure, Tenses, Agreement, Voice and Narration -3
09.12.2026	Grammar: Sentence Structure, Tenses, Agreement, Voice and Narration -4
11.12.2026	Vocabulary: Synonyms, Antonyms, One-word Substitutes, Idioms -1
16.12.2026	Vocabulary: Synonyms, Antonyms, One-word Substitutes, Idioms -2
18.12.2026	Reading Comprehension -1
23.12.2026	Reading Comprehension -2
30.12.2026	Reading Comprehension -3
06.01.2027	Precis Writing, Essay Writing and Letter Writing -1
08.01.2027	Precis Writing, Essay Writing and Letter Writing -2
20.01.2027	Precis Writing, Essay Writing and Letter Writing -3
22.01.2027	Speaking and Listening Practice -1
27.01.2027	Speaking and Listening Practice -2
29.01.2027	Speaking and Listening Practice -3
03.02.2027	Examination Skills: Error Spotting, Cloze Test, Model Test -1
05.02.2027	Examination Skills: Error Spotting, Cloze Test, Model Test -2