

OXBRIDGE™



Our Centres

- Laharia Tola, Chowk, Gaya. Ph.: 9431415847, 0631-3203506
- Near Asha Singh More, A.P. Colony, Gaya. Ph: 0631-3203509
- Plot No. 63, 2nd Floor, Buddha Nagar, Near Bata Showroom, Kalpana Square, Bhubneshwar. Ph.: 2310145
- Jhanda Chowk, Koderma. Ph.: 9934337011
- Ramesh Chowk, Aurangabad. Ph.: 9431223724
- Near Bijulia Pul, Ramgarh Cantt, Hazaribagh. Ph.: 223035
- Hospital Road, Jehanabad. Ph.: 9431256897
- Court Road, Kali Bari, Giridih.
- Link Road, beside Yamaha Showroom, Cuttack Ph: 9861438842,
- Main Road, Daud Nagar, Aurangabad, Ph.: 9934235268, 9931852301

Information
Brochure ▶

For information brochure and registration,
you may please contact our Corporate or Zonal Office.



R & D / Head Office : Swarajpuri Road, Gaya-01. Ph.: 0631-2431317
e-mail : oxbridge@redifmail.com

Corporate Office : SN-1/252, IRC Village, Nayapalli, Bhubaneshwar.
Ph.: 0674-2553318



OXBRIDGE™

Communication Centre

▶ FROM THE FOUNDER

Satish Kr. Singh

Oxbridge Communication Centre



The enhancement of human resources through education and care is vital for existence particularly in context of emergence of knowledge, society and globalization of economy.

Realizing this, Oxbridge Communication Center was established and has been successfully running for over a decade as one of the premiere consultancy in India imparting education and training for Interviews, Group Discussions, Soft Skills, English Communication, English Language Teaching, Distance Learning Programme and Customer Relation Management.

Apart from these, it also provides recognised UGC University courses for Diploma in Communicative English and Marketing Management for employment, development and social change.

Oxbridge through its strong Network of many partners, with equipments of Audio-Visual Aid, developed books and coursewares along with its large number of skilled professionals with multi-disciplinary skills in honing the aspirants' career.

We hope that our effort in offering quality programmes and consultancy in various states all over the country will benefit the society and contribute to educational advancement and socio-economic welfare of all our aspirants and make them professionally qualified to face the competitive world.

A handwritten signature in black ink that reads "Satish Kr. Singh".

Satish Kr. Singh



FEATURES

The most important features of this institution are:

- We teach you the most recent and easiest grammar.
- Grammar is based on theory/conversation methods for a better grip.
- Imaginary Interaction, Group Discussion, Debate and Seminar of standard level, to make you master in spoken.
- Word-Power is given special attention.
- Extra-care classes on weekends.
- Extra curricular activities like Quiz, Drama, Debate etc.
- BATCH-MATCH to give competitive environment.
- Complete English environment because of no use of any other language in the campus.
- Test after every Terminal (month) with Spoken/Grammar/Word Power, given separately.
- Result card is provided, after every test. If failed, detained.
- Our own specialized teachers along with university teachers.
- Audio and Visual classes which help pupils improve Pronunciation & Accent.
- Personality Development Programme for all round development.
- Free group discussion classes on Saturday after the course.
- Comfortable classrooms with continuous power supply.
- Career-planning, suggestions, usually we also employ our students or help them in getting job. (Job-Oriented Course).

RULES AND REGULATIONS

- An Oxbridgian is expected to cover the course along with the batch one has been allowed or admitted to. Transfer from one batch to another is not allowed because of disturbance in learning. However, in exceptional cases transfer may be provided by management at a written request made by an Oxbridgian at the payment of Rs. 50/-
- If the student has been absent for more than 12 days without prior written permission he/she will be taken out of the batch. Such students can be reinstated into the course only after the permission of the management after giving satisfying reason. The student will then have to pay Rs. 50/- as re- admission fee, more if the terminal given is new.
- Extra fee Rs. 75/- is charged individually if the whole batch wishes to have an additional GD/Seminar for an hour in the presence of a Co-ordinator.
- Additional fee of Rs. 20/- is charged for Exam and Result card.
- If a student wishes to have extra classes on Audio Visual/GD, shall have to pay Rs. 75/- per month.
- Non-payment or delay in the payment of fee may lead to cancellation of Admission.
- If any Ex-Oxbridgian wants to repeat or continue, shall have to pay Rs. 300 per month and Rs. 100 for G.D.
- Fee once paid shall be Non-Refundable.
- Students are prohibited from talking in local dialect while they are in the campus of Oxbridge. If caught, shall be severely punished.
- Students are supposed to report to the Institute at scheduled time.
- Absence from the class shall lead to severe action. Leave must be taken from the office in advance. Absence from the class for over 12 days without information shall lead to cancellation of admission.
- Date of Exams, once announced, shall not be changed.
- Pass marks is 50% in every test.
- Absence from Examination shall be considered failure. Re-test charge is Rs. 20.
- Students have full right to report to the director if they are not satisfied with the classes or if they have any problem. No student is allowed to come to the Institute in Bathroom Slippers.
- Students are not allowed to do group discussion on the road out side the premises.
- Admission is valid for eighteen months from the date of admission.

METHODOLOGY

- (A) Grammar
- (B) Grammatical conversation
- (C) Conversation (Spoken-skill)
- (D) Vocabulary (Word-Power)
- (E) Diction (Accent) - Pronunciation
- (F) Audio/Visual Classes

Duration of Course	-	Six Months
Duration of Class	-	Two Hours
Classes to be held	-	Five Days in a week
Extra curricular activities on	-	Saturdays, Sundays

Note:-

1. One Batch consists of 18 to 20 Students
2. Admission after Ability Test.

MODES OF PAYMENT

1st Instalment (and admission fee)	700.00
IInd Instalment	500.00
IIIrd Instalment	500.00
IVth Instalment	500.00
Vth Instalment	500.00
VIth Instalment	500.00

Fee should be paid monthly

ONE TIME PAYMENT	2500.00
Book - I	Rs. 150.00
Book - I	Rs. 150.00
One hour Extra Group Discussion	Rs. 100.00 pm
Development Fee (One time)	Rs. 60.00

Syllabus at a glance

A. GRAMMAR

45

MINUTES
DAILY

1. Noun/Pronoun at a Glance
2. Tense/Verb
3. Modals
4. Articles
5. Interrogative Pronouns ('Wh' words)
6. Prepositions
7. Important Verb Patterns
8. Conditionals
9. Subject Verb Agreement
10. Adjectives /Adverbs
11. Conjunctions
12. Common Correction
13. Letter, Essay

B. SPOKEN

45

MINUTES
DAILY

1. Tense Topics
2. Situational Conversation
3. Imaginary Incidents
4. Group Discussion
5. Conditional Spoken
6. Audio Session (Debate, S.C, G.D.)
7. Debate
8. Interview on Bio-data
9. Mock Interview
10. Reporting
11. Extempore
12. Anchoring a Show
13. Colloquial Phrases

C. WORD POWER

30

MINUTES
DAILY

- | | |
|------------------------|----------------------------|
| 1. Verb List | 7. Know Me |
| 2. Core Vocabulary | 7. Synonyms |
| 3. Comparisons | 8. Slangs |
| 4. Proverbs | 9. One Word Substitution |
| 5. Idioms & Phrases | 11. Collective Nouns |
| 6. Foreign Expressions | 12. Appropriate Adjectives |

GROUP-DISCUSSION

before or after the class

1 HOUR DAILY

INTERMEDIATE ENGLISH COURSE

GRAMMAR 45 MINUTES

SPOKEN 45 MINUTES

VOCABULARY 30 MINUTES

1st TERMINAL

Protocol	1 day	Introduction	1 day	Vocabulary List	4 days
Tense with ex.	10 days	Present Tense Topics	3 days	Core Vocabulary (A to L)	18 days
Modals with ex.	5 days	Past Tense Topics	3 days		
WH Words with ex.	5 days	Future Tense Topics	3 days		
Question Tag	1 day	Situational Conversation	7 days		
		Structure Revision	3 days		
		Stage S.C.	2 days		
					TOTAL - 22 days

IInd TERMINAL

Colloquial Phrases	8 days	Imaginary Incidents	8 days	Core Vocabulary (M to Z)	22 days
Prepositions with ex.	11 days	Group Discussion	6 days		
Articles with ex.	3 days	Situational Conversation	8 days		
					TOTAL - 22 days

IIIrd TERMINAL

Syntax	4 days	Conditional Spoken		Appropriate Verbs	6 days
Conditionals	3 days	•Open	1 day	Comparisons	4 days
Conjunctions	4 days	•Imaginary	2 days	Know Me	4 days
Adjectives	5 days	•Unfulfilled	2 days	Proverbs	6 days
Imaginary Incidents	3 days	Extempore	4 days	Appropriate Adjectives	2 days
Elocution	3 days	Group Discussion	3 days		
		Situational Conversation	8 days		
		Story	2 days		
					TOTAL - 22 days

IVth TERMINAL

Adverbs (Thirty words)	4 days	Group Discussion	5 days	Synonyms	12 days
Phonetics	6 days	Debate	5 days	One Word Substitution	5 days
Essay + (1 H.W. everyday)	4 days	Interview on Bio-data	2 days	Informal Words	3 days
I.V. P.	6 days	Mock Interview	2 days	Collective Nouns	2 days
Extempore	2 days	Reporting	2 days		
		Story	6 days		
					TOTAL - 22 days

Vth TERMINAL

Letter - 1 H.W. everyday	3 days	Mock Interviews	2 days	Idioms & Phrases	8 days
PDP	4 days	Debate	3 days	Foreign Expression	4 days
Pictorial Lesson	2 days	Group Discussion	3 days		
Anchoring a show	2 days	Extempore	2 days		
Stage Show	1 day	Elocution	2 days		
					TOTAL - 12 days

90 MINUTES

VIth TERMINAL Audio Visual Classes

30 MINUTES

Seminar	2 days				
Survey	1 day			Synonyms	12 days
Mock Interview (With Staff)	2 days				
Debate with Sr. Batch	2 days				
Conducting a Class	2 days				
Case Study	2 days				
Commentary	1 day				
					TOTAL - 12 days

Pair Talk - 5 Minutes Everyday
Before or After the Class

This course has been formulated in addition to the "Intermediate English Course" running at Oxbridge. This course is designed to provide improved and more advanced English along with greater emphasis on different modes of speaking. This is an exciting course for every learner because it takes students into a new world of different skills of language, Audio-Visual Lab and other Personality Development Programmes for their overall development.

METHODOLOGY

- Participative lecture mode
- Interactive learning style
- Role-play and practice
- Individual analysis, feedback and correction
- Audio-Video reading, writing and speech sessions
- Demonstrative and practical orientation

DURATION

Duration of Course	: Three Months
Duration of the Class	: 2 Hours - Total 140 Hours.
Classes to be held	: Five Days
Batch Size	: 15 students
Extra curricular activity	: Saturday & Sunday

MODES OF PAYMENT

Course Fee	Rs. 2000.00
Admission Fee	Rs. 200.00
1st Installment	Rs. 600.00
2nd Installment	Rs. 600.00
3rd Installment	Rs. 600.00
One Time Payment	Rs. 1500.00
Admission after ability test	

Learn to communicate effectively and climb the ladder of success with POISE AND CONFIDENCE. The importance of communication is in getting the meaning across. You may mean what you say but you may not be understood correctly. Research shows that 74% of our working hours is spent in communication, but how effective are we? With our public speaking course you will be able to present and express your ideas in a more accurate and convincing manner.

...Develop Refinement

PROGRAMME CONTENT

RAPID ROUND

10 MINUTES

1. American accent, recorded impromptu speaking
2. British accent recorded impromptu speaking
3. Poem elocution
4. Special sounding words

NOTE MAKING

LECTURE

50 MINUTES

1. Letter
2. G.D.
3. Essay
4. Interview
5. Phonetics revision
6. Skills
7. PDP
8. Ways of learning vocab
9. Appropriate Adj.
10. Vote of thanks speech preparation
11. Welcome speech
12. Audio recording
13. Career counseling
14. Resume making

LISTENING SKILLS

ACTIVITY

45 MINUTES

1. Pictorial lesson
2. Commentary
3. Case study
4. Organizing a show (discussion)
5. Presenting show (discussion)
6. G.D.
7. Mock interview
8. Listening comprehension
9. Audio recording
10. Career counseling
11. Pronunciation Accent Intonation Modulation
12. Debate
13. Welcome speech/ Vote thanks

SPEAKING LISTENING SKILLS

ASSIGNMENT

15 MINUTES

1. News article
2. Vocabulary from article
3. Vocabulary from teachers
4. Novel / self vocabulary
5. Debate
6. Essay
7. Letter
8. Rapid Round
9. Note making on all the lectures is must

READING, WRITING SKILLS

SELF GROUP DISCUSSION

Before or After The Class

1 HOUR

INTERVIEW TRAINING

We all have to appear for many interviews in life. It could be to find a job or for a promotion, a change of a place or a special interview. Nothing works without it. An interview is an interview. You must plan and prepare yourself before the interview. You have to bring out the best in you during the interview.

Introduction

How to Prepare for Your Interview?
Locating a Vacancy

Resume making C.V./Bio-Data

Resume Screening
Hand out Personal Resume
Covering Letter
Official Letter

General personality Traits and how to improve them

External Personality	Internal Personality
Appearance	How to Develop Self Confidence
Your Cloths	Mental Alertness and Consistency
Body Language	Being Extrovert
Speech Mannerisms	Communication Skills
Clarity of Speech	Be Honest
	Model Interview

Interview checklist: some do's and don't's

A day before the Interview
On the day of the Interview
After the Interview

Hand outs on rapid revision

Tips for Doing Well	Your First Impression
Yehi Hai Right Choice!	Looking into the Mirror
Creating a Job Winning Resume	Improving Your Corporate Image
Sample Application Forms	Your Stance and Body Language
Types of Questions and Responses	Control Your Voice - Voice Culture
Unfair Questions	Rating the Final Response
Image of the Ideal Candidate	Nine Tips and One Commandment
Rating Different Responses	Your Model Interview
Reasons for Rejection	

The Interview Process

Initiation of the interview
Initiation based on candidate's bio-data
Initiation based on candidate's interest
Initiation based on general awareness
Initiation through academic topics
Initiation through odd questions.
Analysing the candidate's psychological make-up
Testing the candidate's academic level and awareness
Summing up or winding up process
Model Interview

Duration of Course :	2 Months
Duration of Class :	2 Hrs.
No. of Classes in a Week :	5 Days + Saturday
Course fee:	1000.00 (Instalments 500 + 500)
Admission fee :	200.00

CALL CENTER TRAINING

Call Center Industry

The Industry
Opportunities and growth
Classification of jobs

12 Succeeding steps

Introduction	Features, functions & benefits
Reference	Get reaction
Respect for time	Trial close
Purpose	Objections
Probing	Close
Restate	Post close

PACE-UP Programme

Refinement in Communication with activity
Phonetics
Indian mistakes in sound
Accent reduction, building
Customer service etiquette
Soft skills
Speed of Speech
Spoken & I.Q.
Mock / Interviews

Customer service training (12 succeeding steps)

Introduction	Resolve
Establish rapport	Get agreement
Purpose of call	Objections
Approach	Close
Probing	Inform
Restate	Direct the call

Highlights

- Spot enrolments
- 100% placement assistance
- 02 hours classes daily
- Five days a week
- Saturday Audio/Video sessions
- International standard infrastructure
- Highly qualified faculty
- Extensively researched, professionally developed course materials

Duration of Course	: 2 Months
Eligibility	: Degree or final year in any stream
	: Diploma in any professional course
Course fee	: Rs. 6000.00

Why our course!

Well, this is to assist you in planning, preparing and performing in interviews and learning before facing it. It will certainly instil confidence in you.

OCC is the only course of its nature in the country where the participants are oriented with all aspects of communication and soft skills together. The course helps people from across all walks of life, be it Engineers, MBAs, Corporate Executives, Aspiring Professionals, Lawyers or Doctor to achieve an upward mobility and leave a distinct mark on every occasion.

The Methodology

Word Power	- 30 Minutes.
Lecture	- 30 Minutes.
Major Activity	- 45 Minutes.
Minor Activity	- 15 Minutes.
Free G.D.	- 30 Minutes.
Audio Visual Classes	- every week

The Programme

Duration of Course	- 120 Hrs.
Duration of Class	- 2 Hrs.
Classes to be held	- Optional days & time

The Payment

Course Fee	- Rs. 2000.00
Prospectus	- Rs. 50.00
Registration	- Rs. 100.00
Book CBC	- Rs. 100.00

Why OCC ?

- G.D. & P.I. of Standard Level.
- Word-Power Special Attention.
- Audio - Visual Classes.
- Personality Enhancement Programme.
- Career Planning and Guidelines.
- Extra curricular Activities like Debate, Quiz, GD, etc.
- Accent Building exercise.
- Free Group Discussion Class after the course.

Group Discussion

A group discussion (GD) is a simulated exercise, where you cannot suddenly put up a show, since the evaluators will see through you easily. In this course you can find tips on GD and how to handle them to ensure a positive outcome. Group Discussion exercises are designed to test the candidate's ability to act as a leader and a team player. The other qualities exhibited in such exercises are clarity of thought process, the ability to think differently and the ability to lend direction. The preparation for the GD-PI at OXBRIDGE starts with providing basic tips on facing a GD Panel. The refresher course will be followed by Mock GDs. Adequate number of Mock GDs will be conducted to ensure that candidates gain confidence and overcome their misgivings. These Mock GDs will be followed by individual and group feedback sessions which will help the candidates to hone their skills and polish their performance.

Interviews

The last leg of the selection process is usually a Personal Interview which gives the selectors an opportunity to know the candidate better and to assess the suitability of the candidate's skills to the requirements of the organization. Mock Interviews will be handled by EXPERTS and are, in many instances, a part of recruitment teams. Professionals in senior positions of reputed companies will also form a part of the training team. Feedback sessions will form part of each Mock Interview so that the candidate can implement the suggestions and incorporate the feedback for later Mock Interviews. The progress will be closely monitored to ensure that the candidate is adequately prepared.

The Contents

- Group Discussion / Model G.D **Activity**
- Mock Interview / Model Interview
- Case Study / Group Activity
- Extempore / Debate
- Presentation: Individual / Group
- Situational Conversation
- Elocution/ Chain Story
- Analytical Reading / Reading critically
- Pictorial lessons / Role Play
- Duo-Debate / Anchoring a Show
- Listening Comprehension
- News Flash / Rapid Round / JAM / SRT
- Skills of communication **Lecture**
- Group Discussion Techniques
- Interviewing Techniques / Personality Development
- Effective Body Language / Resume Making / Editorials
- Phonetics / Accentuation **Diction**
Intonation / Voice Modulation / British & American Accent / Recorded Impromptu Speaking.
- Essay Assignments **Grammar**
- Simple / Important Verb Patterns.
- Link Words /Conditionals.
- Letter: Job / Business
- Building & Retaining **Vocabulary**
- Appropriate Verb / Adjective
- Words followed by Prepositions
- One Word Substitution / Idioms & Phrases
- Synonyms / Foreign Words / Slangs

Warm up 5 Min. Daily Pair talk.

F. No. _____

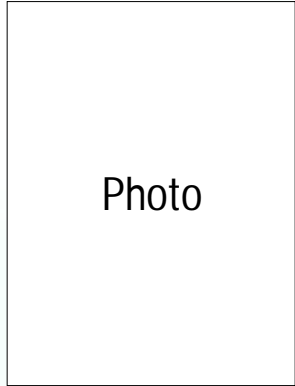
Reg. No. _____

OXBRIDGETM Communication Centre



Enrolment Form

Candidate's Name _____
 Candidate's Occupation _____
 Aim (Job) _____
 Qualification _____
 Date of Birth _____
 Father's Name _____
 Father's Occupation _____



Communication Address _____ Permanent Address _____

Phone _____ Phone _____
 E-mail _____
 Blood group _____

OXBRIDGE
Communication Centre



NON NASCOR MIHI SOLUM
We add value

Date of filling the form			Office Sign.	
AMOUNT	V/NO.	BATCH NO	DATE	OFFICE

Office Use

NOTE:

1. I hereby declare that I shall abide by all the rules and regulations of OXBRIDGE.
2. That I shall be solely responsible for my Cycle, Motor Cycle, Scooter, Books Bags, Pens, and all my belongings. I shall not hold the centre responsible for it.
3. Fee once paid is not refunded.

Parent's/ Guardian's Sign

Candidate's Sign

INTERVIEW
Group
.....

MARKS
50
.....

PREFERRED TIME

- 07-09
- 09-11
- 11-01
- 01-03
- 03-05

Specify choice time

1. Does anyone speak English at your Home ? Yes No
2. Are you Computer literate ? Yes No
3. Schooling (10th) from English medium Any other medium

