

SPOTON



**SPOTON**  
**English Academy**

# ENGLISH SPEAKING GUIDE



30 DIN MEIN ENGLISH  
FROM BEGINNER TO  
CONFIDENT SPEAKER

## SPOTON CENTERS

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## Page 1 - Introduction

### Welcome!

**English** बोलना मुश्किल नहीं है, बस सही तरीका चाहिए। ये **30** दिन की **guide** आपको **basic** से लेकर **intermediate speaker** बना देगी। अगर आप रोज़ **15-20** मिनट इस किताब को देंगे और साथ में **Spoton English Academy** की **practice sessions join** करेंगे तो आपको जल्दी **improvement** दिखेगा।

## Day 1 - Introduction to English Speaking

☞ डर छोड़ो, बोलना शुरू करो। **Mistakes are learning steps!**

### Example:

“Mujhe paani chahiye” → “I want water”

“Mujhe English seekhni hai” → “I want to learn English”

**Exercise: 5 lines** लिखो अपनी ज़रूरतों पर (**I want \_\_\_\_**).

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**Spoton Classes** में : हमारे **students** **daily speaking drills** करते हैं - जिससे **hesitation** खत्म हो जाता है।

## **Day 2 – Greetings & Self Introduction**

 **Good Morning, Hello, How are you?**

**Example Introduction:**

**“Mera naam Asad hai. Main Akola se hoon.” →  
“My name is Asad. I am from Akola.”**

**Exercise: Apna short intro English mein likho.**

## Day 3 – Daily Routine Sentences

**Examples:**

**“Main 7 baje uthta hoon” → “I wake up at 7 o’clock.”**

**“Main raat ko TV dekhta hoon” → “I watch TV at night.”**

**Exercise: Apna pura daily routine English mein likho.**

**Spoton Tip: Live correction hamare teachers karte hain.**

## Day 4 – Family & Friends Vocabulary

Father – पिता, Mother – माँ, Cousin –  
चचेरा भाई/बहन

Example:

“Yeh mera bhai hai.” → “He is my  
brother.”

Exercise: Apne family ke 5 members  
ke bare mein likho.

## Day 5 – Numbers, Dates & Time

**Examples:**

**1–100 Numbers**

**“Aaj Monday hai.” → “Today is Monday.”**

**“Kal 5 baje aana.” → “Come tomorrow at 5 o’clock.”**

**Exercise: Apna birthday English mein likho.**

## **Day 6 – Food & Market Conversation.**

### **Examples:**

**“Kitne ka hai?” → “How much is this?”**

**“Mujhe aloo chahiye.” → “I want potatoes.”**

**Exercise: 5 shopping dialogues likho.**

## Day 7 – Travel & Directions

### Examples:

**“Railway station kidhar hai?” → “Where is the railway station?”**

**“Seedha jao, phir right lo.” → “Go straight, then turn right.”**

**Exercise: Map ke hisaab se ek short dialogue banao.**

# Day 8 – Polite Words & Manners

**Please, Sorry, Thank You, Excuse Me**

**Examples:**

**“Mujhe maaf kijiye.” → “I am sorry.”**

**Exercise: Polite words use karke 5 sentences likho.**

# Day 9 – Asking Questions

**What, When, Where, How, Why**

**Examples:**

**“Tum kaha ja rahe ho?” → “Where are you going?”**

**Exercise: 10 questions likho.**

## Day 10 – Small Talk with Strangers

**“Mujhe cricket pasand hai.” → “I  
like cricket.”**

**“Weather bahut acha hai.” →  
“The weather is nice.”**

**Exercise: Kisi stranger ke liye 5  
questions likho**

# Day 11 – Common Mistakes Indians Make

- ✗ He go → ✓ He goes
- ✗ She have → ✓ She has

**Exercise: 10 sentences correct karo.**

# Day 12 – Present Tense Practice

**Exercise: Apna routine present tense  
mein likho.**

**1) मैं सुबह जल्दी उठता हूँ 2) हम स्कूल जाते हैं Etc**

# Day 13 – Past Tense Practice

**“I ate mangoes yesterday.”**

**“She went to school.”**

**Exercise: Kal ke bare mein 5  
lines likho.**

## **Day 14 – Future Tense Practice**

**“I will go to market tomorrow.”  
“They will study.”**

**Exercise: Kal ke bare mein 5  
lines likho.**

# Day 15 – Midway Confidence Check

👉 Ab tak aapko greetings,  
routine, tenses aa gaye.  
**Exercise: Apne bare mein 1  
paragraph English mein likho.**

**Day 16 –  
Office/Workplace English**

**Examples:**

**“Meeting kab hai?” → “When is  
the meeting?”**

**Exercise: Apne office ke 5 lines  
English mein likho.**

# Day 17 – Phone Conversations

“Kya main Asad se baat kar sakta hoon?” → “May I speak to Asad?”

**Exercise: Phone call dialogue likho.**

## Day 18 – Social Media English

**LOL, BTW, ASAP**

**Exercise: Ek FB comment English  
me likho.**

# Day 19 – Travel Abroad English

**Examples:**

**“Room available hai?” → “Is a room available?”**

**Exercise: Hotel booking dialogue likho.**

# Day 20 – Pronunciation Practice

Vegetable → “vej-ta-bl”

Comfortable → “kumf-tbl”

**Exercise: 5 mispronounced words correct karo.**

# Day 21 – Vocabulary Boost (50 Words)

**Opportunity – Mauka**  
**Honest – Imaandaar**

**Exercise: 10 words use  
karke sentences banao.**

# Day 22 – Expressing Feelings & Emotions

**“I am happy.”**  
**“She is excited.”**

**Exercise: Apni emotions  
likho English mein.**

# Day 23 – Storytelling in English

**“Kal main park gaya. Waha  
main cricket khela...”**

**Exercise: 5 line ki short  
kahani likho.**

# Day 24 – Group Discussions

**“In my opinion...”**

**“I agree with you.”**

**Exercise: Ek topic pe 5 opinions likho.**

# Day 25 – Public Speaking Basics

**“Good evening everyone...”**

**Tips: Eye contact, smile, simple words**

**Exercise: 2-minute speech likho.**

# Day 26 – Interview English

**Q: Tell me about yourself**

**A: “My name is \_\_\_\_, I am from \_\_\_\_, I have studied \_\_\_\_.”**

**Exercise: Interview Q&A likho.**

# Day 27 – Listening & Understanding

**Tips: English news, subtitles, repeat**

**Exercise: Ek English movie ka 2 line summary likho.**

# Day 28 – Daily Practice Routine

**15 min Reading**  
**15 min Speaking**  
**10 min Writing**  
**10 min Listening**

**Exercise: Apna daily  
English timetable  
banao.**

# Day 29 – Confidence Boosting Tips

**Don't fear mistakes**

**Speak daily**

**Positive mindset**

**Exercise: Apne goals likho English mein.**

## Day 30 – Final Transformation & Next Step

 **Congratulations! Aap Beginner se Intermediate speaker ban gaye.**

### Checklist:

**Basic grammar clear**

**Daily sentences bol pa rahe ho**

**Confidence aa gaya**

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## **Recommendation**

***Ab waqt hai next level  
par jane ka. Join  
Spoton English  
Academy today –  
Online ya Offline. Free  
demo class ke liye  
contact karein.  
यहाँ Experts आपको  
आसान भाषा मे सिखाते हैं  
English Speaking***