

# applied direct taxation study material Printable PDF

**applied direct taxation study material** is an essential resource for students and professionals aiming to deepen their understanding of direct tax laws, compliance procedures, and practical applications. Mastery of this subject is crucial for anyone pursuing careers in accounting, finance, law, or taxation consultancy. This comprehensive guide offers a detailed overview of the key concepts, study tips, and resources necessary to excel in applied direct taxation, ensuring learners are well-equipped to handle real-world scenarios effectively.

## Understanding the Scope of Applied Direct Taxation

Applied direct taxation involves the practical application of tax laws governing income tax, corporate tax, wealth tax, and other direct taxes. It focuses on how these laws are implemented, interpreted, and enforced in various contexts. This section provides an overview of the core areas covered in applied direct taxation study material.

## Core Areas Covered in Applied Direct Taxation

- Income Tax Laws and Provisions
- Tax Planning and Management
- Tax Compliance and Filing Procedures
- Tax Deduction and Exemption Strategies
- Assessment Procedures and Appeals
- Tax Planning for Individuals and Corporates
- Tax Incentives and Concessions
- International Taxation and Double Taxation Avoidance

Understanding these areas through detailed study material helps learners grasp the practical aspects of taxation, enabling them to analyze and solve complex tax-related problems efficiently.

## Key Features of Effective Applied Direct Taxation Study Material

To maximize learning outcomes, the study material must be comprehensive, updated, and practically oriented. Here are the essential features to look for:

### 1. Updated Content

- Reflects the latest amendments, notifications, and circulars issued by tax authorities.
- Incorporates recent case laws and judicial decisions impacting taxation laws.

## 2. Clear Explanations

- Simplifies complex legal language into understandable concepts.
- Uses diagrams, flowcharts, and tables to illustrate processes.

## 3. Practical Examples and Case Studies

- Demonstrates real-world applications of tax laws.
- Provides scenarios for practicing computations and decision-making.

## 4. Practice Questions and Mock Tests

- Includes chapter-wise and full-length practice questions.
- Offers mock exams to simulate actual testing environments.

## 5. Exam-oriented Approach

- Focuses on frequently tested topics and recent exam trends.
- Highlights important provisions, sections, and exemptions.

## Detailed Breakdown of Topics in Applied Direct Taxation Study Material

A well-structured study material covers all essential topics systematically. Below is a detailed breakdown:

### 1. Income Tax Act Overview

- Historical background and scope
- Definitions of key terms (assesses, income, person, etc.)
- Residential status and its impact on taxation
- Incidence of tax and scope of total income

## **2. Heads of Income**

- Income from Salary
- Income from House Property
- Income from Business or Profession
- Income from Capital Gains
- Income from Other Sources

## **3. Deductions and Exemptions**

- Deduction under Sections 80C to 80U
- Exemptions applicable to various incomes
- Specific deductions like standard deduction, HRA, etc.

## **4. Tax Computation and Planning**

- Calculation of gross total income
- Determining taxable income
- Strategies for tax planning and optimization

## **5. Filing of Returns and Assessment**

- Due dates and procedures
- Types of assessments (self-assessment, scrutiny, etc.)
- Rectification and appeal processes

## **6. Tax Deducted at Source (TDS) and Tax Collection at Source (TCS)**

- Provisions, rates, and deduction procedures
- TDS certificates and filing requirements

## **7. Advance Tax and Self-Assessment**

- Payment schedules
- Calculation methods

- Penalties for non-compliance

## 8. International Aspects

- Double Taxation Avoidance Agreements (DTAA)
- Transfer pricing regulations
- Residency and source rules

## Study Tips for Mastering Applied Direct Taxation

Effective study strategies are vital for understanding and applying taxation principles successfully. Here are some proven tips:

### 1. Regular Revision

- Schedule weekly revisions of key topics.
- Use summary notes and flashcards for quick recall.

### 2. Practice Problem Solving

- Solve end-of-chapter questions.
- Engage in mock tests to improve speed and accuracy.

### 3. Stay Updated with Amendments

- Follow official notifications and circulars.
- Attend seminars or webinars on recent changes.

### 4. Use Visual Aids

- Create flowcharts for assessment procedures.
- Use tables for comparison of exemptions and deductions.

### 5. Group Discussions and Doubts Clearing

- Join study groups for collaborative learning.
- Clarify doubts with mentors or through online forums.

## **Essential Resources for Applied Direct Taxation Study Material**

Accessing the right resources enhances the quality of learning. Here are recommended materials:

### **1. Textbooks and Reference Guides**

- Standard textbooks authored by reputed professors.
- ICAI (Institute of Chartered Accountants of India) publications.

### **2. Study Modules and Notes**

- Simplified notes for quick revisions.
- Practice manuals with solved problems.

### **3. Online Courses and Tutorials**

- Video lectures covering core topics.
- Interactive quizzes and assignments.

### **4. Past Exam Papers and Model Questions**

- Practice with previous years' question papers.
- Understand the exam pattern and frequently asked questions.

### **5. Official Documents and Circulars**

- Income Tax Act, 1961
- Finance Acts and notifications
- Circulars issued by CBDT (Central Board of Direct Taxes)

## **Conclusion: Achieving Success in Applied Direct Taxation**

Mastering applied direct taxation requires a combination of comprehensive study material, regular

practice, and staying updated with legal changes. The right study resources, coupled with disciplined study habits, will enable learners to develop a thorough understanding of tax laws and their practical applications. Whether preparing for professional exams like CA, CMA, or law qualification, or aiming to excel in the corporate world, a solid grasp of applied direct taxation is invaluable.

By focusing on structured study material that emphasizes clarity, practicality, and current updates, students can build confidence and competence in handling real-world taxation challenges. Remember, consistent effort and strategic learning are the keys to success in the complex yet rewarding field of direct taxation.

Applied Direct Taxation Study Material is an essential resource for students, professionals, and practitioners aiming to deepen their understanding of direct taxes and their practical applications. As taxation forms the backbone of government revenue, mastery of applied direct taxation concepts equips individuals with the skills needed to navigate complex tax laws, compute liabilities accurately, and advise clients effectively. This comprehensive study material bridges the gap between theoretical knowledge and real-world practice by presenting updated laws, case studies, practical problems, and strategic tax planning insights. Whether you are preparing for exams, professional certifications, or enhancing your advisory capabilities, well-structured applied direct taxation study material serves as an invaluable guide to mastering the intricacies of direct taxes.

## Overview of Applied Direct Taxation

Applied direct taxation involves the practical application of laws governing income tax, corporate tax, capital gains tax, and other direct taxes. It emphasizes understanding how statutory provisions are implemented in real scenarios, calculating tax liabilities, and exploring tax planning opportunities. The study material typically covers the latest amendments, judicial interpretations, and practical examples to ensure learners can apply concepts confidently.

### Key Features:

- Focus on practical problem-solving
- Updated with recent amendments and court rulings
- Inclusion of case studies for contextual understanding
- Step-by-step approach to computation
- Emphasis on tax planning and management

### Pros:

- Enhances practical understanding beyond theoretical concepts
- Prepares learners for real-world taxation challenges
- Facilitates exam success with practice questions and solutions
- Keeps learners updated with current laws and judicial decisions

Cons:

- Can be dense with technical details for beginners
- May require supplementary resources for foundational concepts
- Some materials may become outdated quickly due to frequent law changes

## Core Topics Covered in Applied Direct Taxation Study Material

### 1. Income Tax Act, 1961

The backbone of direct taxation in India, the Income Tax Act, 1961, is extensively covered in applied study materials, focusing on provisions relevant for practical application.

Features:

- Detailed analysis of sections, clauses, and schedules
- Practical illustrations of income computation
- Case law references to clarify ambiguous provisions
- FAQs and common pitfalls

Practical Focus:

- Calculating income from different sources (salary, business, capital gains, etc.)
- Deductions, exemptions, and rebates computation
- Filing returns and understanding assessments

Pros:

- Deepens understanding of statutory provisions
- Facilitates accurate tax computation
- Prepares for practical audits and assessments

Cons:

- Complexity can be overwhelming without prior knowledge
- Needs regular updates to reflect amendments

## 2. Income Computation and Disclosure Standards (ICDS)

ICDS provides guidance on income recognition and measurement, aligning with accounting standards, and is vital for practical tax computations.

Features:

- Standardized methods for income recognition
- Clarity on timing and valuation of income
- Application in various industries

Pros:

- Ensures consistency in income recognition
- Reduces disputes during assessments
- Enhances compliance with accounting standards

Cons:

- Can be complex to implement without accounting background
- Requires continuous updates as standards evolve

## 3. Tax Planning and Management

Effective tax planning is a cornerstone of applied taxation, and study material emphasizes strategic approaches to minimize tax liabilities within legal frameworks.

Features:

- Strategies for salary structuring, investments, and deductions
- Use of exemptions and rebates

- Planning for capital gains and business income

Pros:

- Helps in legally reducing tax burden
- Encourages proactive financial management
- Useful for corporate and individual taxpayers

Cons:

- Misinterpretation can lead to legal issues
- Requires comprehensive understanding of laws

## 4. Practical Problem-Solving and Case Studies

A significant component involves solving practical problems that mimic real-life scenarios, including case studies illustrating complex situations.

Features:

- Step-by-step solutions
- Variations in income sources and deductions
- Real-world case scenarios

Pros:

- Builds confidence in applying laws
- Improves problem-solving skills
- Prepares for exams and professional practice

Cons:

- Can be time-consuming
- May require additional explanation for complex cases

## 5. Filing and Compliance Procedures

Understanding the procedural aspects of filing returns, audits, assessments, and appeals is crucial for practical application.

Features:

- Step-by-step guides for filing returns
- Compliance deadlines and documentation
- Handling assessments and appeals

Pros:

- Ensures adherence to legal requirements
- Reduces chances of penalties
- Enhances professional readiness

Cons:

- Procedures can vary with updates
- Assumes familiarity with technology platforms

## Advantages of Using Applied Direct Taxation Study Material

- Practical Orientation: Focuses on real-world applications, making learners job-ready.
- Updated Content: Reflects recent amendments, judicial decisions, and circulars.
- Comprehensive Coverage: Addresses all aspects from basic concepts to advanced planning.
- Exam Preparation: Includes practice questions, mock tests, and solutions.
- Case Studies: Offers contextual understanding of complex issues.

## Limitations and Challenges

- Rapid Law Changes: Tax laws frequently change, necessitating regular updates of study materials.
- Complexity: Advanced topics can be challenging for beginners without foundational knowledge.
- Resource Intensive: Effective learning requires supplementary resources like legal texts and professional guidance.
- Technical Jargon: Heavy use of legal and technical terminology may hinder understanding for

novices.

## Features to Look for in a Good Applied Direct Taxation Study Material

- Updated Content: Incorporates latest amendments, circulars, and judicial rulings.
- Clarity and Structure: Well-organized chapters with summaries and key points.
- Practice-Oriented: Includes numerous practice problems with solutions.
- Case Studies: Real-life scenarios for applied understanding.
- User-Friendly Language: Simple explanations for complex topics.
- Supplementary Resources: Access to online portals, quizzes, and webinars.

## Conclusion

Applied direct taxation study material is an indispensable resource for anyone involved in taxation, whether students, professionals, or corporate advisors. Its focus on practical application, combined with detailed legal explanations and case studies, makes it a comprehensive tool for mastering the complexities of direct taxes. While challenges like frequent law updates and technical intricacies exist, choosing well-structured, updated, and practice-oriented study material can significantly enhance learning outcomes. Ultimately, proficiency in applied direct taxation not only aids in compliance and planning but also fosters strategic decision-making, ensuring that taxpayers and practitioners can navigate the evolving tax landscape with confidence and competence.

**Question** What are the key topics covered in applied direct taxation study material? The study material typically covers income tax provisions, tax planning, computation of taxable income, deductions, exemptions, and recent amendments in direct tax laws. **Answer** How can I effectively prepare for exams using applied direct taxation study material? To prepare effectively, thoroughly understand the concepts, practice numerical problems regularly, refer to recent case laws and amendments, and revise the material multiple times for better retention. Are there any recommended resources or supplementary materials for better understanding applied direct taxation? Yes, apart from standard textbooks, students can refer to recent CBDT circulars, income tax act updates, practice manuals, and online mock tests to enhance their understanding. What are common challenges faced while studying applied direct taxation, and how can they be overcome? Common challenges include understanding complex provisions and calculations. These can be overcome by solving practical problems, attending coaching classes, and discussing doubts with peers or mentors. How important are case laws and recent amendments in applied direct taxation study material? Case laws and recent amendments are crucial as they provide practical insights, help interpret provisions accurately, and are often tested in exams, making their understanding vital for comprehensive learning. Where can I find updated and reliable applied direct taxation study materials online? Reliable sources include official government websites like CBDT, reputable educational portals, authorized coaching institutes' resources, and standard textbooks recommended by exam

authorities.

**Related keywords:** direct taxation, taxation laws, income tax act, tax planning, tax accounting, corporate taxation, personal tax, tax compliance, tax calculations, tax regulations

## Applied course english

**Applied course English** is an essential component of modern education, designed to equip students with practical language skills that can be directly applied in real-world situations. Unlike traditional English courses that primarily focus on literature and theoretical grammar, applied course English emphasizes communication, critical thinking, and the ability to use English effectively across various contexts. Whether in academia, the workplace, or daily life, mastering applied English skills is crucial for success in a globalized world. This article explores the different aspects of applied course English, its benefits, and how learners can maximize their learning experience.

## Understanding Applied Course English

Applied course English is tailored to bridge the gap between theoretical language knowledge and practical application. It focuses on developing skills that are immediately useful, such as writing professional emails, participating in discussions, delivering presentations, and understanding cultural nuances in communication.

## Core Objectives of Applied Course English

- Enhance listening and speaking skills for real-world interactions
- Improve writing proficiency for professional and academic purposes
- Develop reading comprehension of practical texts
- Foster intercultural communication awareness
- Build confidence in using English in diverse settings

## Key Components of Applied Course English

Applied English courses incorporate various modules and activities designed to develop comprehensive language skills. These components ensure learners are well-prepared to use English effectively in their personal and professional lives.

## Practical Communication Skills

Practical communication involves more than just speaking and writing; it encompasses effective listening, non-verbal cues, and contextual understanding.

- **Conversational English:** Engaging in everyday dialogues, interviews, and negotiations
- **Public speaking and presentations:** Delivering clear, confident speeches
- **Listening comprehension:** Understanding conversations, lectures, and multimedia content

## Business and Professional English

A significant part of applied course English targets workplace communication skills.

- Writing professional emails and reports
- Participating in meetings and discussions
- Understanding business terminology and etiquette
- Preparing resumes and cover letters

## Academic English Skills

For students aiming to pursue higher education, academic English is vital.

- Reading academic texts and research papers
- Writing essays, research proposals, and dissertations
- Understanding academic vocabulary and structures
- Citing sources and avoiding plagiarism

## Benefits of Taking an Applied Course in English

Participating in an applied course English program offers numerous advantages that can significantly impact personal growth and career development.

### Enhanced Communication Abilities

Learners develop the confidence to communicate effectively across different settings, whether in professional meetings, social gatherings, or academic environments.

### Career Advancement Opportunities

Proficiency in applied English skills opens doors to international job markets, improves

employability, and prepares individuals for leadership roles.

## **Academic Success**

Students with strong applied English skills find it easier to excel in coursework, research, and presentations, leading to better academic outcomes.

## **Cultural Competence**

Understanding cultural differences in communication fosters respect and adaptability, which are highly valued in global interactions.

## **Personal Development**

Building language skills boosts self-esteem, broadens perspectives, and encourages lifelong learning.

## **How to Maximize Learning in Applied Course English**

To get the most out of an applied English course, learners should adopt effective strategies and practice regularly.

### **Active Participation**

Engage fully in class activities, discussions, and group projects to enhance practical skills and confidence.

### **Consistent Practice**

Dedicate time outside of class for reading, writing, and speaking exercises. Use language apps, join conversation clubs, or participate in online forums.

### **Real-World Application**

Seek opportunities to use English in real-life situations, such as volunteering, internships, or travel.

### **Utilize Multimedia Resources**

Incorporate podcasts, videos, and online courses to diversify learning and expose yourself to different accents and contexts.

## Seek Feedback and Mentorship

Regular feedback from instructors or language partners helps identify areas for improvement and refine skills.

## Popular Applied Course English Programs and Certifications

Various institutions offer specialized applied English courses tailored to different needs.

### Academic English Programs

Designed for students preparing for university studies, these programs focus on academic writing, research skills, and comprehension.

### Business English Courses

Targeted at professionals, these courses cover workplace communication, presentation skills, and business writing.

### General English with Practical Focus

Suitable for learners seeking to improve overall communication skills for daily life and travel.

### Certifications

Obtaining recognized certifications can validate your skills and enhance your resume, such as:

- Cambridge English: Business Certificates
- TOEFL and IELTS for Academic and Professional Purposes
- ESOL Certificates

## Choosing the Right Applied Course English Program

Selecting the most suitable program depends on your goals, current proficiency level, and learning style.

### Assess Your Goals

Identify whether your focus is academic, professional, or personal communication.

## Evaluate Course Content

Ensure the curriculum aligns with your objectives and covers practical language skills.

## Check Instructor Qualifications

Look for experienced instructors with expertise in applied linguistics and real-world teaching.

## Consider Learning Format

Decide between online, in-person, or hybrid formats based on your schedule and preferences.

## Conclusion

**Applied course English** plays a pivotal role in preparing individuals for effective communication in today's interconnected world. By focusing on practical skills such as business communication, academic writing, and everyday conversation, these courses empower learners to navigate diverse environments with confidence and competence. Whether you aim to advance your career, succeed academically, or simply become more proficient in English, engaging in an applied course can offer the tools and experience necessary to achieve your goals. Remember to stay committed, practice regularly, and utilize available resources to maximize your learning journey in applied course English.

### Applied Course English: Unlocking Practical Language Skills for Real-World Success

In today's dynamic educational landscape, an applied course in English has become an essential component for students seeking to bridge the gap between theoretical language knowledge and practical communication skills. Unlike traditional English courses that focus solely on literary analysis or grammar rules, applied English courses emphasize the real-world application of language in diverse contexts—be it professional, academic, or everyday interactions. This approach prepares learners to confidently navigate the complexities of communication in a globalized world, making applied course English a vital asset for students aiming for success beyond the classroom.

### What Is Applied Course English?

Applied course English is a specialized branch of language education that centers on the practical use of English in real-life situations. It integrates language skills—listening, speaking, reading, and writing—with contextual scenarios that students are likely to encounter outside of academic settings. The goal is to develop functional proficiency rather than just theoretical knowledge.

Key features of applied course English include:

- Focus on communication skills relevant to workplaces, social interactions, and academic environments.
- Emphasis on pragmatic language use, including idioms, colloquialisms, and formal/informal registers.
- Integration of multimedia resources like videos, podcasts, and real-world texts.
- Practical assessments that simulate real-life tasks, such as writing emails, giving presentations, or participating in debates.

### The Importance of Applied Course English

In an increasingly interconnected world, mastery of English often serves as a gateway to global opportunities. An applied course in English provides learners with the tools to:

- Communicate effectively with diverse audiences.
- Navigate cross-cultural interactions confidently.
- Enhance employability by demonstrating practical language skills.
- Succeed in academic pursuits that require clear and precise communication.
- Engage in social settings with fluency and cultural awareness.

Furthermore, applied English courses foster critical thinking around language use, encouraging students to adapt their communication styles to various contexts, which is invaluable for personal and professional growth.

### Core Components of an Applied Course in English

An effective applied English program typically encompasses several interconnected components designed to build comprehensive language competence:

- Listening and Comprehension Skills
  - Understanding spoken English in different accents and speeds.
  - Analyzing dialogues, interviews, and lectures.
  - Developing note-taking strategies for lectures or meetings.
- Speaking and Pronunciation

- Practicing pronunciation and intonation for clarity.
- Engaging in role-plays and simulations.
- Participating in discussions, debates, and presentations.
  
- Reading for Practical Use
  
- Interpreting real-world texts such as instructions, reports, and articles.
- Developing skimming and scanning techniques.
- Analyzing tone and intent in written communication.
  
- Writing for Specific Purposes
  
- Crafting professional emails, proposals, and reports.
- Creating resumes and cover letters.
- Writing summaries, reviews, and social media content.
  
- Cultural and Contextual Awareness
  
- Understanding cultural nuances in language.
- Navigating formal and informal registers appropriately.
- Recognizing idiomatic expressions and colloquialisms.

### Pedagogical Strategies in Applied Course English

Effective teaching methodologies are crucial to ensure learners gain practical competencies. Some common strategies include:

- Task-Based Learning: Focusing on completing real-world tasks such as booking travel, negotiating deals, or conducting interviews.
- Scenario-Based Activities: Simulating situations like job interviews or customer service interactions to build confidence.
- Integrative Projects: Group work that involves creating presentations, reports, or multimedia content.
- Use of Authentic Materials: Incorporating real documents, videos, and audio recordings from

authentic sources.

- Feedback and Reflection: Providing constructive feedback and opportunities for self-assessment to promote continuous improvement.

## Benefits of Enrolling in an Applied Course in English

Students who participate in applied English courses reap numerous advantages:

- Enhanced Communication Skills: Ability to speak and write with confidence in various settings.
- Increased Employability: Skills valued by employers across industries?such as professional email writing, presentation delivery, and intercultural communication.
- Academic Success: Better comprehension and expression in research papers, seminars, and collaborative projects.
- Cultural Competence: Greater awareness of cultural differences influencing language use, leading to more respectful and effective interactions.
- Lifelong Learning: Development of adaptable language skills that evolve with changing contexts and technological advancements.

## Practical Applications of Applied Course English

Applied course English equips learners to handle a broad spectrum of real-life situations, including:

- Workplace Communication: Writing reports, participating in meetings, and delivering presentations.
- Academic Interactions: Engaging in seminars, writing essays, and understanding academic texts.
- Travel and Hospitality: Booking accommodations, navigating transportation, and engaging with locals.
- Social Networking: Participating in community events, online forums, or social media with appropriate language use.
- Personal Development: Engaging in self-expression through blogging, journaling, or public speaking.

## Challenges and How to Overcome Them

While applied course English offers clear benefits, learners may face obstacles such as:

- Language Anxiety: Practice in safe environments with peer support can build confidence.

- Cultural Barriers: Exposure to diverse contexts and cultural training helps mitigate misunderstandings.
- Limited Exposure: Supplementing coursework with real-world interactions, such as volunteering or internships, enhances practical skills.
- Resource Constraints: Utilizing online platforms, mobile apps, and community resources can provide additional practice opportunities.

## Choosing the Right Applied Course in English

When selecting an applied English program, consider the following:

- Curriculum Relevance: Does it cover practical skills aligned with your goals?
- Instructor Expertise: Are instructors experienced in applied linguistics and real-world teaching?
- Assessment Methods: Do they include practical tasks and real-life simulations?
- Flexibility and Accessibility: Are classes scheduled conveniently? Are online options available?
- Student Feedback: What do former students say about their experiences and outcomes?

## Final Thoughts: Embracing Applied Course English for Future Success

In an interconnected world where language skills can open doors to countless opportunities, an applied course in English serves as a strategic investment in your personal and professional development. By focusing on practical communication skills, cultural awareness, and real-world application, these courses empower learners to communicate with clarity, confidence, and cultural sensitivity.

Whether you're aiming to excel in your career, pursue further education, or simply navigate daily interactions more effectively, embracing applied English education is a step toward becoming a more competent, confident, and culturally savvy communicator. As language continues to evolve with technology and globalization, staying adaptable through applied learning ensures you remain competitive and capable in any environment.

Start exploring applied course English today and unlock your potential to communicate effectively across borders, cultures, and contexts!

**Question** What is the main focus of an applied course in English? An applied course in English primarily focuses on practical language skills such as communication, writing, speaking, and comprehension, often emphasizing real-world usage and professional contexts. **Answer** Who can benefit from taking an applied English course? Students, professionals, and non-native English speakers seeking to improve their practical language skills for academic, workplace, or everyday communication can benefit from applied English courses. How does an applied English course differ

from traditional English literature courses? Applied English courses focus on functional language skills and practical applications, whereas traditional literature courses emphasize analyzing texts, literary history, and critical theory. Are applied English courses suitable for non-native speakers? Yes, applied English courses are especially beneficial for non-native speakers aiming to enhance their conversational, writing, and professional communication skills. What skills are typically developed in an applied English course? Skills such as effective communication, academic writing, presentation, listening comprehension, and professional email etiquette are commonly developed in applied English courses. Can taking an applied English course improve my career prospects? Absolutely. Improved communication skills gained from an applied English course can enhance employability, facilitate workplace interactions, and open up opportunities in global and multicultural environments.

**Related keywords:** English language course, applied linguistics, ESL training, practical English skills, conversational English, business English course, academic English, English communication skills, professional English training, language proficiency course

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