

Shri Shivaji Science College, Amravati

Department of Languages

Certificate Course in
English Communication Skills

Course Coordinator- Punam V. Barabde

Course Details:

- **Course Duration: 30 Hrs.**
- **Examination Pattern:**

Total Marks 200

4 assignments (25 marks each) = 100 Marks

Theory: Written Examination of 01 Hr. comprising 40 Multiple- Choice Questions carrying 80 Marks

10 Questions on Sentence Formation carrying 20 Marks

Successful students will be provided Certificates of the Course.

CRITERIA TO GET A CERTIFICATE

- Average assignment score = 60 %.
- Exam score = 60 %
- Final score = Average of assignment score + Exam score

Minimum Marks to pass the Examination: 120/200

Successful students will be provided Certificates of the Course.

- **Course Fees- No Fees will be charged from this college students**

Online Certificate course in English Communication Skills

1. Programme Objectives:

- To enable the learners to gain basic English Grammar and conceptual knowledge in the English language.
- To enable the students to communicate in English effectively.
- To help the students develop a sophisticated awareness of the structure of English, its heritage and role in the world today.
- To enable the students with skills necessary to face interviews/ Group Discussions and to acquire placements.

2. Target Group of Learners:

- Students enrolled for any U.G./P.G. programme in this college.

3. Expected Course Learning Outcomes

- Introduction to the Language
- Skills: Listening Speaking and Reading
- The learner is enabled with the English sound system and identify sounds and rhythm of English language
- Basic Grammar and Grammar in Context
- The learner is able to learn basic English Grammar
- Presentation Skills: The learner is able to know the techniques of presentation skills

4. Course Contents:

Moudle -I. Introduction to the Language Skills: Listening, Speaking and Reading.

1. Nature and significance of English Language
2. Introduction to the skills of Language
3. Listening and speaking skills
4. Introduction to English sounds
5. Vowel sounds
6. Consonantal sounds
7. Word accent and stress shift
8. Accent and rhythm in connected speech
9. Intonation

10. Listening Radio and TV programmes and recorded conversations and different accents.

Module -II Basic Grammar and Grammar in context

1. Introduction to English Grammar
2. Parts of speech
3. Verb, Tenses: Form and use
4. Use of auxiliaries and Modals
5. Articles and prepositions
7. Kinds of sentences
8. Transformations of sentences
9. Voices
10. Narration
11. Common Errors

Module III: Language in Context

1. Greetings and Introducing
2. Asking for information
3. Persuasions
4. Starting a conversation; greeting and asking after
5. Introduction of oneself and others
6. Thanking, Wishing well, apologizing and excusing
7. Offers, requests and orders
8. Inviting, suggesting, accepting and refusing
9. Likes and dislikes
10. Completing a dialogue
11. Seeking permission
12. Offering and giving advice
13. Speaking about oneself
14. Language in formal, semi-formal and informal context

Module-IV Presentation Skills

1. Presentation Techniques
2. Use of quotations and anecdotes
3. Organizing a seminar/symposium/workshop/conference
4. Welcome Address and Vote of Thanks
5. Body Language
6. Interview
7. Essay-writing
8. Letter-writing
9. Preparation of Resume
10. Report-Writing: Newspaper Reports and Minutes of the Meeting
11. Summarizing, Note-Making and Note-Taking
12. Information Transfer
13. E-Communication- E-Mails

List of Students Enrolled:

Weekly Plan:

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| Week 1 1stSeptember – 5thSeptember 2020 | <u>Module -I Basic English Grammar and Grammar in Context</u> 1. Significance of the English language 2. Significance of English Grammar 3. Punctuation 4. Subject-Verb Agreement 5. Articles 6. Parts of speech |
| Week 2 7thSeptember – 12thSeptember 2020 | <u>Module -I Basic English Grammar and Grammar in Context</u> 1. Prepositions 2. Kinds of sentences 3. Tenses Form 4. Use of Tenses 5. Voices 6. Narration |
| Week 3 14th September – 19thSeptember 2020 | <u>Module -II. Listening, Speaking and Reading Skills.</u> 1. Introduction to the skills of the English Language 2. Improving Listening skills 3. Improving Reading skills 4. Improving Speaking skills 5. Greetings and Introducing 6. Seeking Permissions 7. Self-Introduction 8. Inviting, suggesting, accepting and refusing 9. Completing a dialogue 10. Language in formal, semi-formal and informal context |
| Week 4 21thSeptember – 26thSeptember 2020 | <u>Module-III: Writing Skills</u> 1. Essay-writing 2. Letter-writing 3. Preparation of Resume 4. Report-Writing: Newspaper Reports and Minutes of the Meeting 5. Summarizing, Note-Making and Note-Taking 6. Writing E-Mails & Blogs <u>Module-IV Presentation Skills</u> 1. Effective Presentation Techniques 2. Seminar Presentations 3. Compering, Welcome Address and Vote of Thanks 4. Body Language |

Course Co-coordinator

Ms. Poonam V. Barabde

Course Instructors: Ms. Poonam V. Barabde

Dr. Manish S. Gaikwad