



**GOVT. V. Y. T. PG AUTONOMOUS COLLEGE, DURG**

**DEPARTMENT OF ENGLISH**



**Session : 2023-2025**

**SYLLABUS**

**for**

**Advanced Diploma in English**

**for**

**Communication and Soft Skills**

**GOVT. V. Y. T. PG AUTONOMOUS COLLEGE, DURG**

**DEPARTMENT OF ENGLISH**

**Session : 2023-2025**

**SYLLABUS**

**Advanced Diploma in English for Communication and Soft Skills**

**Course Duration : Two Years**

**For Whom : For all students who have taken admission in the college**

**Learning objectives**

- To improve the communicative competence of the students
- To make students aware of the correct usage of grammar
- To keep up with the latest trends in English language
- To familiarise the students with the skills required in the field of information technology.
- To hone up the skills required to survive in the job market and enhance their personality skills.

**FIRST YEAR**

**UNIT-1: Grammar in use**

Determiners, Articles, Errors in Parts of Speech, Agreement of Subject and Verb, Modal auxiliaries, Tense, Use of connectives, Question tags, Voice, Punctuation and Vocabulary building (Formation of words, Antonyms, Synonyms)

**UNIT-2 : Conversation and Oral Skills**

Strategies for good conversation, Improving self expression, Introducing yourself, starting a conversation, conversation techniques (greeting, sharing views, talking about experiences, stating intentions, making suggestions, involve in discussions)

**UNIT-3 : Listening Skills**

Achieving ability to comprehend material delivered at relatively fast speed; comprehending spoken material in Standard Indian English, British English, and American English; Intelligent listening in situations. Advantages of listening. Hearing and Listening; Essentials of Good Listening. Use of Modern Communication Devices, Telephonic Conversation.

**UNIT-4 : Reading skills**

Acquiring various reading skills (skimming, scanning, techniques of reading and comprehension passages for practice)

## UNIT-5: Presentation skills

Effective oral presentation, Characteristics of good oral presentation. Ways of Oral Presentation (Seminar, Viva -voce, Interview, PowerPoint etc.) Gestures/ Mannerism during oral presentation. Media methods used for effective oral presentation.

### Marking Scheme:

- The Advanced Diploma Course in English Language shall be of 100 marks
- Annual Theory paper shall comprise of 70 marks
- Internals(Assignment, Assessment/ Presentation)of 30 marks
- Passing marks 33%
- Practical of 50 marks. 40 % passing marks (20 marks)
- Practical exam will be conducted on the course covered

### Reference Books:

- Body Language.* Pease, Allan. Delhi: Sudha Publications, 1998.  
*How to Speak Without Fear.* Rogers, Natalie. London: Ward Lock, 1982.  
*Basic Communication Skills for Technology.* Rutherford, Andrea J. Second Edition. Delhi: Pearson Education, 2007.  
*Writing Reports.* Seely, John. New York: Oxford University Press, 2002.  
*Business Correspondence and Report Writing* Sharma, R. C. & Krishna Mohan. Third Edition. New Delhi: Tata McGraw- Hill Publishing company Limited, 2007.  
*Excellence in Business Communication.* Thill, John V. & Courtland L. Bovée. 10th edition. Boston : Pearson, 2013.  
*Winning at Interviews.* Thorpe, Edgar & Showick Thorpe. 2nd Edition. Delhi: Dorling Kindersley, 2006.  
*Longman Dictionary of Common Errors.* Turton, N. D. & J. B. Heaton. Essex: Longman, 1987. First Indian Edn. 1998.

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|---|----------------------|
| Chairperson/H.O.D. : Dr. M. Chakraborty       | Departmental members |
| Subject Expert :Dr. Neelu Shrivastava         | 1 Dr. QamarTalat     |
| Subject Expert :Dr. Sheila Vijay              | 2 Dr. Somali Gupta   |
| V.C. Nominee :Dr. Kaustubh Ranjan             | 3 Dr. Suchitra Gupta |
| Member from other Deptt.: Dr. Baljeet Kaur    | 4 Dr. Mercy George   |
| Representative of Industry /Corporate Sector: | 5. Dr. Meena Maan    |
| Mr. Kamaljeet Singh Maan                      | 6 Dr. Tarlochan Kaur |
| Student Representative : M. Zafir             |                      |

# **Advanced Diploma in English for Communication and Soft Skills**

## **SECOND YEAR**

### **Course Objectives:**

To enhance the knowledge of grammar to be applied in Communicative language.

Will learn to use MS word to create documents

Improve their writing skills

Learn the skills required to get placements.

### **UNIT-1: Advanced Grammar**

Transformation of sentences, Synthesis of sentences, active and passive voice, Gerunds, irregular verbs, Tenses , Phrasal verbs and verb combinations, and Direct and Indirect speech; New Vocabulary usage, Verbal Analogy and One Word Substitution.

### **UNIT-2 : Writing Skills**

Selecting material for expository, descriptive, and argumentative pieces; Resume and job applications, Elements of letter writing and style of writing, Writing effective mails, business letters, Basics of Informal and Formal Reports

### **UNIT-3: Advanced Speaking Skills**

Voice and accent techniques, commonly used idioms, mock interviews, audio visual training and telephonic etiquettes while having conversation with clients, customers, and superiors.

### **UNIT-4: Job Skills**

Commercial awareness, Communication, Teamwork, Negotiation and persuasion, Problem solving, Leadership, Perseverance, and motivation, Ability to work under pressure and Confidence

### **UNIT-5: Information Technology Skills**

Introduction to MS-WORD Starting Microsoft Word, Creating a Document

Saving a Document, importing a File, the Status Bar, Closing a Document, Tabs, groups, commands, new documents, and word templates

A brief introduction to MS-POWERPOINT AND MS-EXCEL understand their usage and basic functions.

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- Passing marks 33%
- Practical of 50 marks. 40 % passing marks (20 marks)
- Practical exam will be conducted on the course covered

### Reference Books:

*Spoken English* -V Sasikumar, P V Dhamija

*Effective Technical Communication* -M Ashraf Rizvi

*High School English Grammar and Composition* -Wren and Martin

*Descriptive English* -SP Bakshi, Richa Sharma

*Microsoft Office 2007 Training Guide*- Prof Satish Jain, M Geetha, Kratika

*Communication Skills for Professionals* -Nira Konar

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