



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

**DEPARTMENT OF ENGLISH**



**Session : 2022-2023**

**SYLLABUS**

**for**

**Certificate Course in English**

**for**

**Communication and Soft Skills**

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

**DEPARTMENT OF ENGLISH**

**Session : 2022-2023**

**Certificate Course in English for Communication Skills**

**Course Duration : Six Months**

**For Whom : For Beginners**

**PSO: Aims to develop accuracy, fluency, confidence and communication skills of the learners**

**PAPER- I**

**Course objectives:**

- To enhance the Spoken English skills of students
- To acquaint the students with the phonological structure of modern English.
- To orient the students to word accents and speech rhythm in spoken English.
- To enable the students to converse in their life situations

**Unit 1: What is communication?**

Understanding the purpose of communication, Types of communication , The motivating factors and barriers in communication

**Unit 2: Grammar**

Parts of speech, Types of sentences and sentence patterns, Tenses and their uses, Articles and their uses

**Unit 3: Listening and Reading Comprehension and Vocabulary Skills**

Listening with a purpose (Listening for specific information), Effective listening strategies, Reading as a Communicative Process, Rapid reading skills, Intensive reading skills Synonyms and their uses, Antonyms and their uses

#### Unit 4: Phonetics

Basics in Phonetics, Some common words with their pronunciation, Practice of appropriate word stress, Accent Patterns in connected Speech, Intonation

#### Unit 5: Conversation in English

Real Life conversation practice: Greeting and leave-taking; Introducing Oneself; Invitation; Making Requests; Expressing Gratitude; Complimenting and Congratulating; Expressing Sympathy; Apologizing; Asking for Information; Seeking permission; Complaining and Expressing Regret

**Note :** Theory questions will be asked from all 5 units for the total of 70 marks. Internals for 30 marks will be conducted.

#### Reference Books:

*English Grammar and Composition* – Wren and Martin.

*English Phonetics and Pronunciation* –G.S. Kushwaha

*A Practical Course in Spoken English* – J.K. Gangal

*Longman Student Grammar of Spoken and Written English* –Douglas Biber , Susan Conrad and Geoffrey Leech

*Improve your English: English in the Workplace*-Stephen Brown and Ceil Lucas

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	

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**PAPER II**

**Course objectives**

- The students will develop and learn to use new vocabulary
- Will be more comfortable to use Conversational English
- Develop a knowledge of Applied phonetics

**Unit 1: English for specific purposes:** Vocabulary related to various professions

**Unit 2: Effective reading: skimming and scanning, extensive and intensive reading.** Reading short articles – newspaper reports / fact based articles , Diction and tone, Identifying topic sentences, Reading aloud: Reading an article/report , Journal (Diary) Writing

**Unit 3: Personality Development:** Introducing self and others , Pronunciation (without phonetic symbols) Essentials of pronunciation

**Unit 4: Spoken English for the real world and Situational Dialogues** At the Bank/ Post office / College office, At the market, At the Temple, At the College Canteen or Restaurant, At the Police station, At the Railway Station/ Bus Station, In the Library, Booking a room in a hotel, At the travel agency, Practice of situational Dialogues

**Unit 5: Presentation Skills** Public Speaking: Presentation Techniques, Use of quotations and anecdotes, Body Language basics

**Note :** Theory questions will be asked from all 5 units for the total of 70 marks. Internals for 30 marks will be conducted.

### Marking Scheme:

- The Certificate Course in English Language shall comprise of two papers Paper 1 & Paper 2 of 100 marks each.
- 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:

*Success with Spoken English for Undergraduate* - Dr. Saraswati

*English for Practical Purpose* -Z.N Patil.

*Spoken English for You*- G. Radhakrishnan, Pillai, K. Rajeevan

*English Conversational Practice*- K.S.Smita , Annie Pothen

*Spoken English for India*- Bansal R.K. and Harrison J.B.

*Spoken English* - V. Sasikumar and P.V. Dhamija

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