



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

DEPARTMENT OF ENGLISH



Session : 2022-2023

SYLLABUS

for

Diploma Course in English

for

Communication and Soft Skills

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

DEPARTMENT OF ENGLISH

Session : 2022-2023

Diploma in English for Communication Skills

Course Duration : One Year
For Whom : For all regular students of the college

PAPER I

MM 70 +30

Course Objectives :

- To enable the learner to communicate effectively and appropriately in real life situations
- To improve listening comprehension skills.
- To improve paraphrasing skills with new vocabulary.
- To increase awareness of correct usage of English Grammar in speaking.

Unit 1: Grammar

Sentence Structures, Using correct sentence forms, Tenses, Tag Questions, Prepositions

Unit 2: Vocabulary

Use of Dictionary, Building Vocabulary, Idioms and Phrases

Unit 3 : Listening & Reading Effectively

Improving listening comprehension, Interpretation of Texts based on question and answer, Reading-a communicative process, Eye reading and visual perception, Reading comprehension of Unseen Passage, Identifying the central idea or theme, Listening and reading practice

Unit 4 : Conversation and Writing Skills

Types of Conversation, Real life conversation practice, Types of writing, Writing effective sentences, Linking Devices: Use of connectors, Sentences and paragraphs,

Unit 5 : Public speaking skills

Presentation skills, Interview skills, Making Effective Telephone calls

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

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PAPER II

MM 70 +30

Course Objectives

- To enable the learner to understand the basics to pronounce better
- Develop the skills required for corporate communication, and social interactions
- Communicate effectively on the electronic media
- Write effective, CV, Reports, Applications

Unit 1: Communication & Basics in Phonetics :

Basics of Communication, Methods of Communication, Online Communication, Barriers of Effective Communication, Introduction to vowel sounds and consonant sounds, Mother tongue influence, Practice of word stress and sentence stress, Intonation.

Unit 2: Corporate communication

Role Play, Presentation, Group Discussion, Definition and Elements of Body Language

Unit 3: Etiquette and Attitude

Correct use of speech codes, Effective use of dress codes, Categories of attitude, Motivation

Unit 4: Business Writing

Emails, Reports, CVs and Resumes, Letters, Job applications, notices and minutes, Report-writing: Newspaper Reports

Unit 5: Holding conversations in different real life situations (social and workplace)

Meeting and holding conversations with people at social functions and workplace.

Note : Theory questions will be asked from all 5 units for the total of 70 marks. Internals for 3 marks will be conducted.

Marking Scheme:

- The Diploma 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

List of Reference books:

Effective Communication. Adair, John. London: Pan Macmillan Ltd., 2003.

Bonet, Diana. *The Business of Listening: Third Edition.* New Delhi: Viva Books, 2004

Speak with Power and Confidence. Collins, Patrick. New York: Sterling, 2009.

Effective Listening Skills. Kratz, Abby Robinson. Toronto: ON: Irwin Professional Publishing, 1995

Basic Business Communication: Skills for Empowering the Internet Generation Lesikar, Raymond V and Marie E. Flatley. Ninth Edition. New Delhi: Tata McGraw-Hill, 2002.

Intercultural Communication: A Contextual Approach. Neuliep, James W. Boston: Houghton Mifflin Co., 2003.

How to Prepare for Group Discussion and Interview. Prasad, H. M. New Delhi: Tata McGraw-Hill Publishing Company Limited, 2001.

Body Language. Pease, Allan. Delhi: Sudha Publications, 1998.

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	