

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)
Pravara Rural Education Society's
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL
DEPARTMENT OF ENGLISH
Certificate Course - Communication Skills in English
Syllabus

INTRODUCTION

Language is a tool with which creative ideas can be triggered off in productive minds. Though General English courses are offered for all the subjects in the curriculum, there is a special need for a specifically relevant programme that caters to the need of learning and teaching the English language, in order to develop the latent talents of the students in the college and to facilitate better communication skills and students will learn to communicate with ease and fluency in the English language. Communicative English as a course offers the students to work on their communication skills and provides the students sufficient information about the General Phonology and the Phonology of English. The course allows the students to explore the various ways in which language functions while communicating. Along with theoretical learning of the language, the course also includes various practical session allowing the students to develop their skills such as listening, speaking, reading, and writing in standard, academic English.

COURSE OBJECTIVES

1. To enhance the learner's communication skills by giving adequate exposure in reading, writing, speaking and listening skills.
2. To help the learner get rid of his present flaws and mistakes in pronunciation and grammar.
3. To build up the learners' confidence in oral and interpersonal communication by reinforcing the basics of pronunciation specially focusing on interviews / corporate meetings / international business travels

COURSE OUTCOMES

After completion of the course the students will be able to:

1. Produce words with right pronunciation
2. Develop vocabulary and improve the accuracy in grammar
3. Develop the confidence to speak in public

4. Demonstrate positive group communication exchanges.
5. Ability to speak and write clearly in standard, academic English

DURATION OF COURSE: 30 Lectures [02 Credits]

EVALUATION: Internal-20 Marks and Final-30 Marks

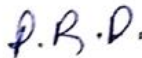
COURSE CONTENTS

	Topic	Sub-Topics	Lectures Allotted
UNIT-I	Listening and Speaking	1. Listening with a Purpose 2. Effective Listening 3. Tonal Variation	07
UNIT-II	Reading Skills	1. Reading short articles – newspaper reports / fact based articles 2. Skimming and scanning 3. Listening for Information	08
UNIT-III	Reference Skills	1. Using dictionaries, encyclopedias, thesaurus etc.	07
UNIT-IV	Dialogue Writing	1. greetings and Responses to Greetings 2. Introducing Yourself 3. Introducing Others 4. Requesting 5. Inviting 6. Seeking Permission.	08
		Total Lectures	30



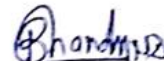
Mr. S. N. Borude

[Internal Subject Expert]



Dr. P. R. Dagwale

[External Subject Expert]



Mr. N. D. Bhandari

H.O.D.

Department of English
Arts, Commerce & Science College, Satral.

Date: 07/08/2022


PRINCIPAL
Art's, Commerce & Science College
Satral, Tal. Rahuri, Dist. Ahmednagar.