

# **Certificate Course for English Communication Skills**

**(A Three Months Course)**

## **Objectives:**

In the present global scenario, the English language has emerged as the world's lingua franca and the demand is high for qualified and competent professionals with effective communication. We can add further that in this highly competitive and complex world effective communicative ability is a vital factor not only in the workplace but also in all aspects of an individual's career prospects where the difference between success and failure is often the ability to communicate clearly and effectively or facing a face off. Based on this belief, this paper will present the students with materials on the principles and domains of communication skills, and the practical component will enable them integrate the skills for their personal and professional transactions.

## **Course Structure**

100 Marks (70:Theory & 30: Practical)

## **Objectives**

- To enable the learners to improve fluency in different communicative contexts (both professional and everyday)
- To enable the learners to attain a high level of confidence to achieve professional success

## **Outcome:**

- At the end of this course, students should be able to communicate in English efficiently at the workplace and interpersonal relationships.

## **SYLLABUS:**

### **Unit – I: Introduction to English Communication Skills (14 Marks)**

- a) Definition and Concepts of Communication
- b) The Domains of Communicative English: Global and national perspectives
- c) Language Skills and Language Learning Strategies
- d) Basic knowledge of pronunciation in English

### **Unit – II: The Language Competencies (14 Marks)**

- a) Effective Listening skills
- b) Reading – Kinds and Strategies to avoid barriers
- c) The Mechanics of Writing
- d) Speaking with comprehensibility

### **Unit – III: ENGLISH FOR ACADEMIC PURPOSES (14 Marks)**

- a) Note taking, Assignment and Report writing
- b) Letter writing and CV writing
- c) Essentials of grammar (verb, tense, article, voice change, reported speech and preposition), Learning and use of vocabulary.
- d) Presentation strategies

**Unit – IV: ENGLISH FOR SOCIAL PURPOSES.****(14 Marks)**

- a) English in Situations – Etiquette, Formal, Informal
- b) Conversational English
- c) Meeting proceedings
- d) Personality development: self-assessment, SWOT analysis, developing leadership quality and stress management.

**Unit – V: ENGLISH FOR CREATIVE PURPOSES****(14 Marks)**

- a) Preparation and Delivery of Speeches
- b) As Host, Anchor and Comperer
- c) Participation in literary activities
- d) Interviews and Group Discussions

**Other Information about the division of the course for examination purpose:**

- Each unit comprises 14 marks which will be covered on objective type questions, and essay type questions. The students will complete the course within three months of time. They will sit for onetime written examination.
- There shall be an internal assessment examination of 20 marks which, will be done during the middle of the course.
- There shall also be a group discussion test for 10 marks.

**Reference Books**

1. Khrishna, Mohan & Meera Banerji: Developing Communication Skills.
2. Grant, Taylor: English Conversation Practice
3. Madhukar, R K: Business Communication
4. Raman, Meenakshi & Sangeeta Sharma: Technical Communication. Principles and Practice.
5. Balusubramaniam, T: A Textbook of English Phonetics for Indian Students
6. Jones, Daniel: The Pronunciation of English
7. Jones, Daniel: English Pronouncing Dictionary
8. Gimson, AC: An Introduction to the Pronunciation of English
9. Green, David: Contemporay English Grammar
10. Leech, Geoffrey & Jan Svartvik: A Communicative Grammar of English
11. Deevito, Joseph A: Essential Elements of Public Speaking
12. Cohen, A. (1998). Strategies in Learning and Using a Second Language. London and New York: Longman.
13. Cohen, A. (2011). Strategies in Learning and Using a Second Language (2nd edition). Harlow, UK: Longman.
14. Ellis, R. (1994). The Study of Second Language Acquisition. Oxford: Oxford University Press.
15. Reid, J. (Ed.). (1995). Learning Styles in the ESL/EFL Classroom. Boston: Heinle & Heinle.
16. Parhi, Asima Ranjan. *Indian English Through Newspapers*. New Delhi : Concept, 2008.

*Note: This course has been adapted from materials relating to UGC recommended Functional English, Communication Skills for Technical Students, Business Communication, Communicative English Programmes and such related courses in India and abroad.*