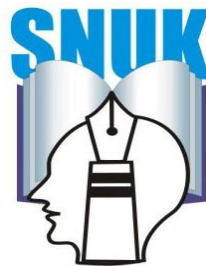


Shamki Mata Shikshan Prasarak Mandal, Umri BK'S
SUDHAKARRAO NAIK ARTS & UMASHANKAR
KHETAN COMMERCE COLLEGE, AKOLA

Certificate
Communication Skills in English

(Seven days Certificate course)

2018-2019



Where tireless striving
stretches its arms
towards perfection

(Program Manual)
Department of English

2018

PROCEDIURAL MANDATE

Certificate course in Communication Skills in English Conducted by department of English as
an add on course in the month of Oct, 24 to 30, 2018
(Session- 2018-2019)

1. Faculties Engaged in:

- 1) Alka Shah, (Associate Professor & Head)
- 2) R. M. Sadanshiv (CHB)
- 3) Rajnandini Tayade (CHB)
- 4) J. S. Gajare (CHB)

2. Programme Objectives:

- To equip the students with the skills of using English language in view of day to day multi-purpose communication.
- To enable the learners to gain basic English Grammar and conceptual knowledge in the English language.
- To empower the Learners with skills necessary for Local placements.
- To help the students develop a sophisticated awareness of the structure of English, its heritage and role in the world today.

3. Target Group of Learners:

- Those candidates who have enrolled for degree course B. A. & B. Com, after their 10+2 qualification.
- Those candidates, with special permission, if any who are not able to join regular course in the colleges for various reasons.
- Those interested candidates, who are failure in first year or second year, can join only if they are permitted by the administration of the college on request.

4. Instructional Design:

Two hours expert lecture, as per allotment.

Sr. No.	Topic	Faculty in Charge	Supervision
Day-I	Introduction to the Language Skills:	R. M Sadanshiv	A. Shah

	Listening, Speaking and Reading.		
Day-II	Basic Grammar and Grammar in Context	R. Tayde	-do-
Day-III	Building Vocabulary	J. Gajare	-do-
Day-IV	Language in Cultural Context	R. Sadanshiv	-do-
Day-V	Presentation Skills	R. Sadanshiv	- Do-
Day- VI	Formal communication	Alka Shah	
Day- VII	Test-1, Test-2 (Oral- Pra. demo)	Assessment 3 faculty	

Syllabus for Home Assignments

A) Introduction to the Language Skills: Listening, Speaking and Reading.

1. a) Nature and significance of English Language
b) Introduction to the skills of Language
2. Listening and speaking skills
 - a) Introduction to English sounds
 - b) Vowel sounds
 - c) Consonantal sounds
 - d) Word accent and stress shift
 - e) Accent and rhythm in connected speech
 - f) Intonation
 - g) Listening Radio and TV programmes and recorded conversations and different accents.
3. Reading Skills
 - a) Skimming and scanning
 - b) Reading for comprehension
 - c) Reading for pleasure
 - d) Reference skills
 - i. Looking up the Dictionary
 - ii. Using tables of contents and indexes for locating in information
 - iii. Information Technology

B) Basic grammar and Grammar in context

1. The sentence, Clause, Phrase, Kinds of sentences
2. Parts of speech
3. Verb, Tenses: Form and use
4. Use of auxiliaries and Modals
5. Concord: Subject – verb
6. Articles and prepositions
7. Transformations of sentences
8. Common Errors
9. Patterns

C) Building Vocabulary

1. Introduction to methods of enriching vocabulary
2. Word-formation
3. One word substitutes
4. Synonyms, Antonyms and words often confused
5. Foreign words and Phrases in English
6. Classified Vocabulary
7. Idioms and Phrases
8. Language Games
9. Appropriate vocabulary in formal, semi-formal and informal contexts
10. Collocations

D) Language in Context

1. Greetings and Introducing
2. Asking for information
3. Persuasions
4. Starting a conversation; greeting and asking after
5. Introduction of oneself and others
6. Thanking, Wishing well, apologizing and excusing
7. Offers, requests and orders
8. Inviting, suggesting, accepting and refusing
9. Likes and dislikes
10. Completing a dialogue
11. Seeking permission
12. Offering and giving advice
13. Phrasing and complimenting
14. Phoning
15. Speaking about oneself
16. Language in formal, semi-formal and informal context

E) Presentation Skills

1. Public Speaking
 - a) Presentation Techniques
 - b) Use of quotations and anecdotes
 - c) Organizing a seminar/symposium/workshop/conference
 - d) Welcome Address and Vote of Thanks
 - e) Body Language
 - f) Interview
2. Writing:
 - a) Linking Devices: Use of connectors
 - b) Sentences and paragraphs
 - c) Essay-writing
 - d) Letter-writing
 - e) Preparation of Resume
 - f) Report-Writing: Newspaper Reports and Minutes of the Meeting
 - g) Summarizing, Note-Making and Note-Taking
 - h) Information Transfer
 - i) E-Mail English

5. Instructional Delivery Mechanism

- Through face to face contact programme .
- By providing printed Self Instructional Materials.
- By providing audio/videos clips of specific lessons.
- By broadcasting Radio lessons on specific days.
- English Language Lab work during all days at the contact programme.

6. Procedure for Admission:

: The students from regular batches of I,II, III, year on request, allotted by the head of the department.

7. Strength : Limited to 30 to 40 students.

8. Fee Structure: No fees.