

Department of communicative English

Syllabus

For

Spoken English

For

CBCS pattern for students of Humanities & Social Science

[Three Months Course]

2017

Duration of the course---3 months. Full Marks—50

(2 Credits)

Objective

- Total shift in pedagogy from lectures oriented classes to interactive learning
- To familiarize students with the function of grammatical items used to spoken /written language
- To train students to use the language with confidence & without committing errors
- The English Communication skill is to be taught in 2nd semester for all students of Humanities & Social Sciences, to earn two credits.
- The structure of the Syllabus of spoken English would look like this-

Unit-1

1. Listening

Listening to texts, listening to CDs, Trials of a good listener

2. Pronunciation

Introduction to English phonetic Symbols consonants & Vowels with illustrations in use

3. Listening & Comprehension

Interpretation of texts based on question-answer.

Interaction among students

4. Reading Skill

Techniques of reading. Reading comprehension of unseen pages

Identifying the context & the central idea

5. Vocabulary & word formation

From different texts & dictionary

Unit-2

1. Basic Grammar

Prescriptive/descriptive approaches grammaticality-acceptability –appropriateness-grammar in context-grammar in spoken & written

2. Practice

- Exercise on the use of different grammatical constructions in context
- Identification of the use of the above given grammatical devices from different texts like newspapers, poems, stories etc.

3. Words & phrases used for conversation

Making statements, questions, order & suggestions – denying –rejecting-disagreeing-possibility-ability, permission, obligations etc.

Unit-3

1. Dialogues
2. Public speech
3. Telephonic Conversation

Unit -4

Translation – from Hindi to English
DEPARTMENT OF COMMUNICATIVE ENGLISH
(UGC ADD- ON COURES)3
SYLLABUS
1ST YEAR CERTIFICATE COURSE

UNIT-1

Basic phonetics:

(a) Consonants and Vowel Sounds.

(b) Phoneme & syllable (Introduction to stress, accent & intonation)

- 1. Definition and Scope**
- 2. Speech Mechanism :An introduction**
- 3. Description of Human vocal organs: Active & Passive Articulators.**
- 4. Phonemes and syllables (Introduction, to stress, accent & intonation)**
- 5. Consonants of English- Definition and Description w.r.t. to Tongue Lips and soft plate position.**

Classification

Pure Vowel/monophthongs (Front, central and Back, open and closed, short and long, strong and Weak, Rounded and unrounded)

Vowel Glides /Diphthongs(closing and centering)

Phonetic transcription using IPA symbols – words, features of connected speech

(Intonation, assimilation of consonant cluster, weak forms)

spelling patterns of English.

UNIT-2

GRAMMER

1. TENSE
2. Subject Verb Agreement
3. Voice
4. Antonyms
5. Synonyms
6. Prefix and Suffix
7. Parts of Speech
8. Narration
9. Writing on a given Topic

UNIT-3

WRITING SKILLS

- A. Composing simple paragraph-Ordering information in a logical manner (coherence).
- B. Essay Writing (250 words)-Argumentative, Narrative, Descriptive, Imaginative.
- C. Writing Advertisement
- D. Writing Welcome Speech & Vote of Thanks.

PRINCIPLES OF PUBLIC SPEAKING

1. Definition and Purpose
2. Process
3. Guidelines
4. Helpful Expressions of Introduction & Conclusion
5. Taking Command of audience attention span
6. Role of Accent , Tone ,Intonation
7. Body Language
8. Types :Speech,Elocution, Extempore,debate etc.

9. Personality Traits tested.
10. Combating common fears & nervousness on stage.

PROJECT ON TV PROGRAMME, NEWSPAPERS

2ND YEAR DIPLOMA COURSE

UNIT-1.

COMMUNICATION THEORY

1. Principles of Communication
 - A. Nature, Importance & Types
 1. Concept & Nature
 2. Principles & Objectives
 3. Importance
 4. Role of internal & external , formal & informal communication.
 5. Types-verbal & nonverbal , introduction to document & aids like letters, circulars,reports,faxes,emails.

Barriers to Communication

1. Noise as barrier
2. Types
3. Language as a barrier
4. Organisational structures as barriers
5. Personal & Psychological barriers

GRPUP COMMUNICATION

1. Meaning & Nature of Groups
2. Types of Groups: Small & large, primary and secondary, formal & informal.
3. Channels and Network of communication
4. Modes of group communication: Seminars, GDs, Workshop etc.

PRINCIPLES OF GROUP DISCUSSION

1. Definition and purpose
2. Process
3. Guidelines
4. Taking command of a GD
5. How to keep GD enthusiastic
6. Body language during GD
7. Types
8. Personality traits tested in GD
9. Mock GDs

UNIT-4

PRE JOB TRAINING

1. Listening & Reading Comprehension /Telephonic skill(oral communication & listening Practice)
2. Interview
3. Specific activities in writing skills.
 - a. Writing Business letter
 - b. Writing Minutes
 - c. Circulars
 - d. Writing Application for Jobs.
 - e. CV Writing

Presentation Skills

- a. Planning & structuring Presentation
- b. Tricks to develop rapport with the audience and different types of audiences.
- c. Effective use of Chalk & talk, OHP,LCD & Power point.

FEE STRUCTURE

CERTIFICATE COURSE:

FORMS – Rs.-250(FOR ALL)

ADMISSION FEE:- Rs. 3000/-=(FOR GENERAL AND OBC)

Rs. 2500/-=(FOR SC AND ST)

SPOKEN ENGLISH

FORMS – Rs.-250(FOR ALL)

ADMISSION FEE:- Rs. 1500/-

DUERATION:=- 90 DAYS(3 MONTH)