Certificate Course in Communicative English

Objective:

The Certificate Course in Communicative English is a job-oriented course for those students who belong to the rural and semi - urban areas having modest background of English language. The main objective of the course is to expose the students to the basic features of English language. The endeavour is made to inspire the young students to develop a habit of using appropriate words and correct sentences so as to express themselves freely and frankly in face-to-face communication. Additionally, the course provides an opportunity to enhance the understanding of pronunciation that will boost the confidence of the learners and make them successful in shaping their career.

Eligibility:

The Certificate Course in Communicative English will be open to all those who have passed the +2 (Intermediate) Examination and are studying at the undergraduate level in a college or university recognized by the U.G.C.

Course Information:

Duration : One Academic Session (Annual)

The course will have 20 credits. Each credit will be of 15 hours. 12 Credits will be devoted to theory and another 8 credits will be devoted to practical/ workshop/training/field work etc.

Class hours per week: 6 hours plus guided private study, reading and writing, assignments, preparing presentations and tutorials. Total approximately 12 hours per week.

Batch Size: 40 students

The batch will be divided into two with 20 students in one class.

A Certificate will be issued by the college to a candidate who has been declared successful in the examination.

To pass the certificate examination a candidate must secure at least 40% of the aggregate marks both in theory and practical examination of the course.

First Division 60%

Second Division 50%

Fees: The fees for the certificate course will be Rs. 2000/- (Rs. Two thousand only). Examination fees will be charged according to U.G.C. directives and university/college rules.

Job Prospects:

a. Language Teacher
b. Translator
c. Tourist Guide
d. Insurance Agent
e. Customer Care
f. Receptionist

Certificate Course in Communicative English:

Question will be set on the model of the exercises in the prescribed texts. All questions will be compulsory. The question will be so distributed as to cover the entire course.

PAPER – I

The paper will be divided into six sections:

(i)	Vocabulary and Comprehension questions from the prescribed text	15 marks
(ii)	Language and Communication Skills	15 marks
(**iii)**	Guided Composition	10 marks
(iv)	Exercises in Grammar and Usage	20 marks
(v)	Phonemic Transcription (without Stress and Intonation)	10 marks
(Vi)	Sessional	30 marks

Total- 100 Marks

Total 100 marks

Internal Assessment/Viva-voce 100 marks

Grand Total 200 marks

Books Prescribed:

1. B.K. Das and A. David : *A Remedial Course in English* Book I (*C.I.E.F.L.)*

2. W.S. Allen : *Living English Structure* (Longman)

Recommended Reading :

1. T. Balasubramaniam : *A Text Book of English Phonetics for Indian Students (Macmilan India)*

2. Bansal and Harrison : *Spoken English for Indian Students*

3. Leen Sen : *Communication Skills(Prentice Hall)*

4. A.S. Hornby : *Oxford Advanced Learner's Dictionary of Current English(OUP)*

Note :

1. The students will be required to read prose passages from the prescribed text. Comprehension questions will be asked from the passages of the prescribed text.

2. In order to develop competence in written communication the students will be trained in guided compositions like letter writing, paragraph writing, report writing and précis writing.

3. Articles, Parts of speech, Linking verbs, Negative sentences, Interrogative sentences, Question tags, Agreement or Concord, Transitive/Intransitive verbs, Regular/Irregular verbs, Tenses and their use, Helping verbs, Verbs and Adverbs, Transformation, Nouns : Singular and Plural.

4. The students will be trained to understand and speak English language in day to day situations, class room discussions etc. The training in Spoken English will include the basic knowledge of English sounds (vowels and consonants), phonemic symbols weak and strong forms, pronunciation of common words. An attempt will be made to improve the common regional errors in speaking English. Common English words of up to two syllables from the prescribed reading text will be set for phonemic transcription. The phonemic symbols to be taught will be from O*xford Advanced Learner's Dictionary*.

5. The role of language in communication will be highlighted.

6. Audio visual devices will be used to teach the students various techniques of communication.

Assessment in sessional, home assignments and Spoken English will be done by the teachers concerned and external expert.

Diploma Course in Communicative English

Objective:

Communicative English Course is a job-oriented course to motivate the students for self reliance by seeking employment to cope up with the new challenges posed by globalization as well as to inculcate the spirit of entrepreneurship among youths. Its main objective is to help the students develop competence of using English language effectively for various purposes such as business and job. The focus is shifted from rote memorization to the improvement and development of their reading, writing, listening and speaking skills. The course is designed to give adequate exposure to the students so as to have a fair idea of impressive communication. It is meant to be a supplement to those who are learning English literature. Furthermore, it will help those who have no opportunity of learning in pure literature.

Eligibility:

The Diploma Course in Communicative English will be open to all those who have passed the Certificate Course.

Course Information:
Duration : One Academic Session (Annual)

The course will have 20 credits. Each credit will be of 15 hours. 12 Credits will be devoted to theory and another 8 credits will be devoted to practical/ workshop/training/field work etc.

Class hours per week: 6 hours plus guided private study, reading and writing, assignments, preparing presentations and tutorials. Total approximately 12 hours per week.

Batch Size: 40 students

The batch will be divided into two with 20 students in one class.

A Certificate will be issued by the college to the candidate who has been declared successful in the examination.

To pass the Diploma course examination a candidate must secure at least 40% of the aggregate marks both in theory and practical examination of the course.

First Division 60%

Second Division 50%

Fees:

The fees for the certificate course will be Rs. 2000/- (Rs. Two thousand only). Examination fees will be charged according to U.G.C. directives and university/college rules.

Job Prospects:

a. Announcer
b. Programme Organiser
c. Brand Development Executive
d. Marketing Assistant
e. Sales Manager & Executive
f. Language Teacher
g. Translator
h. Tourist Guide
i. Insurance Agent
j. Customer Care
k. Receptionist

Diploma Course in Communicative English

Paper – I

The paper will be divided into six sections:

(i) Comprehension questions from the prescribed text	15 marks
(ii) Vocabulary and grammar questions based on the text	20 marks
(**iii)** Communication Verbal and Non-Verbal	15 marks
(iv) Guided composition	10 marks
(v) Precis Writing	10 marks
(vi) Sessional	30 marks
Total	100 Marks

Book Prescribed:

B.K. Das & A. David : ***A Remedial Course in English Book 2. (*****CIEFL)**

PAPER – II

The paper will be divided into six sections:

Section I	:	Exercises in Grammar and Usage	20 marks
Section II	:	Comprehension of Unseen Passage	15 marks
Section III	:	Letter-Writing (Personal and Official)	15 marks
Section IV	:	Phonemic Transcription with Stress Marks	10 marks
Section V	:	Journalistic Report Writing, Resume writing	10 marks
Section VI	:	Viva Voce	30 marks

Total 100 marks

Book Prescribed:

W.S. Allen : Living English Structures (Longman)

Recommended Reading:

1. A.S. Hornby : *A Guide to Patterns : Usage in English.*
2. Quirk and Greenbaum : *A Student Grammar of the English Language*
3. R .O. Neil : *English in Situation* (O U P)
4. Vioin Hippins, ed. : *What to Say When (BBC, London)*
5. Leena Sen : *Communication Skills (Prentice Hall)*

Note:

I. Questions related to Grammar and Usage will be based on the prescribed text and the intermediate exercises in W.S. Allen's *Living English Structure* (Longman)

The following items are prescribed:

The Possessive Adjectives, Indefinite Articles, Article with Nouns denoting parts of the body, Adverbial use of No, Not and None, Difficulties with Comparative and Superlative, Confusion of Participles, Active and Passive voice, Prepositions, The use of Correlative, Use of who and whom, much and many, still and yet, so that, so as to, make and do, Conditional and unreal past.

II. Words of one and two syllables form the prescribed text will be set for phonemic transcription with stress marks.

III. Training in Spoken English will cover English sounds (vowel and consonants), phonemic symbols, weak and strong forms, pronunciation of common words with the appropriate stress. The practical training will include exercises on listening to the models of Spoken English as well as articulation of the English speech sound with correct stress. Tips for the Maxims of Good Conversation, Interview and Group Discussion, Speaking with Confidence and Building Credibility as a speaker will be given to the students. Audio visual devices will be used.

IV. The course will help the students to cultivate the habit of reading meaningfully with requisite pauses, simple stress patterns and primary intonation patterns.

V. The students will be taught various ways and methods of using the Dictionary by which they can remove difficulties concerning spellings, grammatical and idiomatic uses.

VI Diploma Grand Total- 200 marks.

Advance Diploma in Communicative English

Objective:

The Course presents various aspects of communication using English language in the business and industrial world in such a way that it gives a fair idea of how to communicate effectively. On successful completion of the course the students should have understood the use of English language for literary and non-literary purposes. Additionally, they would have learnt to apply their knowledge of the language to seek new avenues. The main aim of the Advanced Diploma Course is to prepare the students to deal with the formal situations and big occasions. The students will be provided with the advanced vocabulary, grammar, phrases and idioms to develop proficiency in their communication. A rigorous attempt will be made to bring all round improvement among the learners.

Eligibility

Advanced Diploma will be open to those who have passed Diploma Course in Communicative English.

Course Information:

Duration : One Academic Session (Annual)

The course will have 20 credits. Each credit will be of 15 hours. 12 Credits will be devoted to theory and another 08 credits will be devoted to practical/ workshop/training/field work etc.

Class hours per week:

6 hours plus guided private study, reading and writing, assignments, preparing presentations and tutorials. Total approximately 12 hours per week.

Batch Size: 40 students

The batch will be divided into two with 20 students in one class.

A Certificate will be issued by the college to a candidate who has been declared successful in the examination.

To pass the Advanced Diploma course examination a candidate must secure at least 40% of the aggregate marks both in theory and practical examination of the course.

First Division 60%
Second Division 45%

Job Prospects:

a. Publication
b. Columnist
c. Proof Reader
l. Editorial Assistant
m. Research Journalist
n. Reporter

PAPER – I

The paper will be divided into six sections:

(i) Vocabulary and Comprehension questions from the prescribed text 20 marks

(ii) Grammar questions based on the text 20 marks

(**iii)** Free Composition (not more than 200 words on topics pertaining to situations in day-to-day life) 10 marks

(iv) Word formation (change of one part of speech into another) 10 marks

(v) Editorial Note/Letter to the Editor 10 marks

(vi) Sessional 30 marks

Total 100 marks

Book Prescribed:

1. B.K. Das and A. David: *A Remedial Course in English* Book 3,*C.I.E.F.L (O.U.P.) 1980*

2. W S Allen : Living English Structure (Longman)
3. Sarah Freema : Written Communication in English (Orient Longman)

PAPER- II

Section I Definition and Function of Communication, types of communication : Interpersonal, Group communication, Mass communication 20 marks

Section II : Interview and Group Discussion 20 marks

Section III : Precis Writing 10 marks

Section IV : Rhythm and Intonation in English 10 marks

Section V : Writing advertisement copy, Business profile and proposal 10 marks

Section VI: Viva-Voce 30 marks

Total 100 marks

Book Prescribed:.

1. W.S. Allens, L*iving English Structure* (Longman).
2. T Balasubramanian : *A Text Book of English Phonetics for Indian Students (Macmillan India)*

Recommended Reading:

1. A.S. Hornby : *Oxford Advanced Learner's Dictionary of Current*

English (OUP)

2. Leena Sen *:* *Communication Skills (Prentice-Hall)*

3. Thomas S. Kane : *The New Oxford Guide to Writing* (OUP, NY, 1988)

4. Grant Taylor : *English Conversation Practice*

Note:

1. Questions related to grammar and usage will be of the level indicated in the advanced exercises in W.S. Allen's *Living English Structure* (Longman) and the prescribed text. The following items are prescribed:

   Imperative Sentences, Optative Sentences , Present Perfect Tense, Past Perfect Tense, Correct Use of Adverbs,There is and it is, Reported Speech, Prepositions and Adverbial Particles, Phrases and idioms, connectors, Verb patterns and Noun Patterns.

2. Adequate reading practice from the prescribed text will be provided to the students. The course will help the students to cultivate the habit of reading with requisite pauses and stress patterns.

3. The training in listening and spoken English will be given by audio visualvisual devices. An attempt will be made to make the learners express themselves freely and frankly on formal occasions like Seminars, Confrences etc. Tips will be provided to build up confidence and remove hesitation while speaking. The learners will be exposed to the transcription of words of up to three syllables, weak and strong forms, with pronunciation of sentences with stress in the context of conversation.

4. Students will be guided to develop advanced writing skills so as to communicate efficiently.

5. To enhance learner's communication skills requisite training will be provided.