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 2\textsuperscript{nd} 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 form 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**
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
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/Dipthongs (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

   GRUPP 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/-

DURATION:=- 90 DAYS (3 MONTH)