

Department of English

Govt. KRG (Autonomous) PG College, Gwalior

Syllabus for Short Term Course in Communicative English

Duration: Six Months Course 2021

Full Marks - 70 + 30

Objectives:

- To familiarize students with the function of grammatical items
- To develop reading, writing and communicative skills
- To develop vocabulary & usage.
- To develop self-confidence through practical application of the learned skills

Teaching Workload: Three periods per week

- Lecture/Theory - 2
- Practical - 1

N.B. Students offering this course are required to maintain journal/record of work.

The Structure of the Syllabus

Paper :2

Module-1

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

Module-2

Comprehension and Interpretation of texts based on question-answer, Interaction among students

Module-3

Reading Skill: Techniques of reading, Reading comprehension of unseen pages, Identifying the context & the central idea, Making Notes,

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Module-4

Understanding the Structure of the Text, Loud Reading,

Module-5

Grammar, Tense, Subject Verb Agreement, Voice,

Module-6

Vocabulary & word formation from different texts & dictionary.

Prefix and Suffix, Parts of Speech,

Module-7

Narration, Writing on a given Topic

Module-8

Vocabulary Development: One word for a Group of Words. Words often confused Homophones, Synonyms and Antonyms.

Module-9

Idioms & Phrases, Words & phrases used for conversation,

Module-10

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

Module-11

Some Common Foreign Words used in English

Module-12

Writing Skills, Composing simple paragraph, Ordering information in a logical manner (coherence).

Module-13

Essay Writing-Argumentative, Narrative, Descriptive, Imaginative,

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Module-14

Writing Advertisement,

Module-15

Writing Welcome Speech & Vote of Thanks.

Module-16

Pronunciation, Introduction to English phonetic Symbols, consonants & Vowels,

Module-17

Speech Mechanism, Description of Human vocal organs: Active & Passive Articulators, Phonemes and syllables. (only basics)

Module-18

Dialogues, Public speech, Helpful Expressions of Introduction & Conclusion, Taking Command of audience attention span, Role of Accent, Tone, Intonation

Module-19

Speech, Elocution, Extempore, debate etc.

Module-20

Personality Traits, Combating common fears & nervousness during conversation and on stage.

Module-21

Definition and elements of body language, Role of internal & external , formal & informal communication.

Module-22

Barriers to Communication, Noise as barrier, Language as a barrier, Personal & Psychological barriers

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Telephonic Conversation,

Module-23

Types-verbal & nonverbal, introduction to document & aids like letters, circulars.

Module-24

Email, Business Writing – reports

Module-25

Cvs and resumes, letters, job applications, memos, notices, minutes

Module-26

Group communication, Meaning & Nature of Groups, small & large, formal & informal, Process, Guidelines, Taking command of a GD, How to keep GD enthusiastic

Module-27

Body language during GD, Channels and Network of communication, Modes of group, communication: Seminars, GDs, Workshop etc.

Module-28

Motivation, Dress Code

Module-29

Netiquettes, Etiquette and Attitude. Categories of Attitude.

Module-30

Interpersonal behaviour and Emotional Intelligence.

Syllabus Synopsis

Confidence Building, Measures through speaking exercises, Netiquettes, Telephonic conversations, Written Communication skills

Practicals :

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Exercises based on the above to be checked by the teacher and filed in the record of work.

Vocabulary Development

Reference Books :

- Macmillan Foundation English By R.K. Dwivedi & A. Kumar (Macmillan)
- English for Practical Purposes by Patil, Valke, Thorat & Merchant (Macmillan)

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