

Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College, Vashi
Skill Based Course
Syllabus

Name of the Course: Certificate Course in English Speaking

Duration: 30 hours

Objectives:

1. To enable the learner to communicate effectively and appropriately in real life situation
2. To use English effectively for study purpose across the curriculum
3. To develop interest in and appreciation of Literature
4. To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing

Outcomes:

After completing this course, the students will be able to:

1. Communicate effectively and appropriately in real life situation
2. Use English effectively for study purpose across the curriculum
3. Develop interest in an appreciation of Literature
4. Develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing

Syllabus

Unit 1: Basics of communication

1. Introduction to communication
2. Building Powerful Vocabulary
3. Learning sentence construction

Unit 2: English grammar in Use

Noun, pronoun, Adjective, Verb, Tenses, Preposition, Articles, Conjunction, Punctuation. Grammar usage in sentences.

Unit 3: Speaking English for the real world

Everyday communication – Introduction, Shopping, Meeting friends, Traveling, Visiting a doctor, Telephonic communication, Negotiation, At the movie Theatre, At the office, Meeting relatives....etc Audio – Video lesson plan covering topics from Real life situation.

Unit 4: Public speaking skills

Group discussion, Email drafting, Business correspondence Avoiding spelling mistakes and mispronunciations, Letter writing practice

Unit 5: Personality development

Manners & Etiquettes, Building confidence and developing presentation skills
Dress code and color pattern

Unit 6: Job interview skills

Resume writing,

Job Interview question and answers,

Mock sessions
