



Sree Narayana Mangalam College Maliankara

(Affiliated to Mahatma Gandhi University, Kottayam)

CERTIFICATE COURSE

Communication Skills in English

Duration: 30 Hours

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INTRODUCTION

English has been gaining grounds in global communication. It is a language of opportunities. A fairly high degree of proficiency in English and excellent communication skills enhance students' employability. Keeping in view the increasing importance of English for career purposes, the department of English has designed its certificate course. The Certificate Course titled "Communication skills in English" is planned as 30 hours training programme offered by the Department of English. The students will be given training in the four language skills to make them functional in the English language but the major focus of the course will be on the enrichment of English speaking skills. The faculty from the department will give the classes. Content and interactive videos to enhance linguistic competency of the learners will be provided by the faculty of the department. The students' progress will be monitored and recorded from time to time.

Objectives of the Course

- To enhance the four fold language skills (listening, speaking, reading and writing) of learners.
- To make the students confident enough to communicate in English in various situations.
- To make the learners career ready.

Course Overview

- Familiarizes students with the language skills.
- Attempts to familiarize students with the listening and speaking skills to develop their language ability.
- Introduces learners to everyday conversations, group discussions and other speaking activities.
- Attempts to improve students' spoken English.

Duration of the course: 30 Hours

Syllabus

Module1 – Introductory Session 5 Hours

- Ice Breaking
- Preparatory session
- Language Games
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Module 2 – Listening Skills 5 Hours

- Various Listening Activities

Module 3 – Speaking Skills 10 Hours

- Art of Small Talk
- Role play
- Public Speaking

Module 4 – Speaking Skills 10 Hours

- Group Discussion
- Debate
- Interview

Assesment Method

Assignments

Tests

Speech Assesment

Suggested Reading

- English Language and Communication Skills by Sanjay Kumar and Pushp Lata
- Communication Skills in English by V. Sasikumar, P.Kiranmai Dutt and Geetha Rajeevan
- Critical Thinking, Academic Writing and Presentation Skills by Marilyn Anderson, Pramod K. Nayar and Madhucchanda Sen