

K. J. SOMAIYA COLLEGE OF SCIENCE AND COMMERCE , AUTONOMOUS

Certificate course in Communicative English

Course Details

Department of Business Communication

2019-2020

This document contains the structure of course, details of syllabus and evaluation pattern.

Course Details

- ❖ **Course type** : Certificate
- ❖ **Course Title** : Certificate Course in Communicative English
- ❖ **Objectives of course** :

1. To develop the skills of active Listening.
2. To enable students to speak appropriately.
3. To enhance the reading skills of the learners
4. To equip the learners with suitable and correct writing skills

- ❖ **Learning Outcomes** :

1. Learners will be able to comprehend spoken English in formal and informal contexts.
2. Learners will develop better vocabulary, pronunciation in their use of the language.
3. Learners will be able to read and comprehend the written communication.
4. Learners will be able to express themselves effectively through writing.

- ❖ **Prerequisites / Eligibility Criteria** : _H Sc or equivalent passed.

- ❖ **Intake Capacity** : 50

- ❖ **Duration** : Six months

- ❖ **Course Coordinator** : Dr Hemangi Bhagwat

- ❖ **Syllabus** :

Unit 1: Listening: Listening and responding to simple narratives, statements, questions, straightforward explanations and instructions (both face-to face and on the telephone). Listening and responding to spoken language and following detailed explanations and multi-step instructions of varying length.

Tasks: Listening to audio, watching films and television programmes and Discussion on these in groups

Unit II: Speaking: Speaking to communicate basic information, feelings and opinions on familiar topics using appropriate pronunciation and intonation with a suitable degree of formality, both face to face and on the telephone. Speaking to communicate straightforward and detailed information, ideas and opinions clearly, adapting speech and content to take account of the listener(s), medium, purpose and situation, impact of body language

Tasks: Improving basic intonation patterns, role play, debates, group discussion, Interview Technique practice(Mock Interviews)

Unit III: Reading: To apply relevant reading strategies like skimming, scanning, close reading, note-making interpreting and drawing inferences.

Tasks: Comprehension, note making, summarization ,Book Review

Unit IV: Writing: Sentence structure and grammar, writing to communicate basic information, feelings and opinions on familiar topics, developing an idea and writing a paragraph/essay , writing emails, notices, letters, reports, summary, newspaper report.

Tasks: Writing a paragraph/essay, writing an email, summary report , practicing to write a newspaper report, letters, (Learners can publish a magazine or a blog as an assignment)

Unit V: Communication through literature/Film/ Music/Theatre: Studying sample poems/short stories , screening a film and discussing it, Impact of music from the point of communication, communication through drama-dialogues in the print version and impact through the performance

Tasks: Reading a poem/story and appreciating it, Watching a film and having a discussion , write a script and perform a short play

- ❖ **Evaluation Pattern** : Internal: 40 marks: Evaluation of the class work, assignments etc.
External: 60 marks

Question paper pattern:

Comprehension – 15 marks level 1

Comprehension- 10 marks level 2 OR note making; summary writing etc

Grammar-15 marks

Writing- 20 marks

A) 10 Marks

B) 10 marks