



Syllabus

Certificate in Communicative English

**Approved by the Ad-hoc Board of Studies
of**

COEMS, Department of Humanities

Mahatma Jyotiba Phule Rohilkhand University

Bareilly, (U.P.), India

(With Effect from Session 2022-23)

Syllabus

Certificate Course in Communication Skills

Objectives:

- To develop communication skill in both spoken and written language required for personal, social and professional interactions.
- To help the learners recognize and operate in various styles and registers used in English.
- To help the learners' fundamental grammar.
- To train the learners to use formal standard formats of written communication effectively.
- To build up the learners' confidence in oral and interpersonal communication by exposing day - today situations and to build the same through activities.
- To empower the learners with essential skills for placement.

Learning Outcome:

On completion of the course, students will be able to-

1. Identify and understand different situations and use of suitable sentence.
2. Use grammatical structures meaningfully in a specific context.
3. Communicate confidently with general people, professionals and authorities.

Paper-I: Theory

Module-1: Concept, Nature, and Patterns of Communication

Introduction to Communication- Definition; **Types--** Verbal and Nonverbal, Technical and General, Social and Business; Personal Communication- Intrapersonal, Interpersonal and Group Communication;

Modes of Communication- Oral, Written, Symbolic and Electronic modes of Communication; **Barriers to Communication-** Definition; Types- Linguistic, Semantic, Cultural and Psychological Barriers; Strategies to remove these barriers.

Module-2: Functional English

Simple Sentence [use of primary auxiliary] and Descriptive Sentences
Expressing capacity, ability, making polite request, asking for permission,
expressing possibilities and probabilities etc. [Use of Can/ May]

Expressing future plans, goals, expectations and declarations [Use of Shall/Will] Expressing obligations duties, responsibilities [Use of Should/Ought/Might] Expressing Possessions [use of has, have and had]

Subject Verb Agreement: Articles, Prepositions, Modal Verbs, Subject Verb Agreement, Active & Passive Voice

Module-3: Comprehension and Expression

Sentence Structure: Sentence Types- Declarative, Interrogative, Imperative, Exclamatory,
Types of Questions- Why, Yes/No, Tag, Rhetoric questions

Tense: Present Indefinite, Continuous, Perfect, Perfect Continuous Past Indefinite, Continuous, Perfect, Perfect Continuous

Future Indefinite, Continuous, Perfect, Perfect Continuous

Reading Comprehension, Listening Comprehension, Theme Presentation, Paragraph Writing, Précis Writing

Module-4: Formal Written Communication

Formal Letters- Official and Business Letters- Application for leave; Letter to Your Head/Incharge requesting for Extra Classes; Letter to the Principal/Vice Chancellor for asking permission to organize Cultural Fest; Letter to District magistrate to take action against rowdy outsiders/boys in your college; Report Writing and Note Making/Taking; Resume/CV/Bio-data designing, Drafting Emails.

Paper-II: Practical

Activity 1: How to greet and Introduce Oneself

Activity 2: Practicing Imperative Sentences [Seeking permission, Making Request, Giving Suggestions, Commanding] and Demonstrative Sentences [Sentences using This, that, these, those]

Activity 3: Listening Skill-1 [Exercise based on Listening to the Teacher]

Activity 4: Listening Skill-2 [Exercise based on Radio, Audio, TV News etc.]

Activity 5: Speaking Skill-1 [Speaking on given, story, movie, situation, and Describing Objects, picture, scene etc.]

Activity 6: Speaking Skill-2 [Speaking on given Issues, Topics, Themes, Subjects, giving one's views and ideas and Narrating Experiences]

Activity 7: Reading Skill-1 [Reading Notices, Instructions, Stories, Dialogues, Essays with accent and Stress]

Activity 8: Reading Skill-2 [Reading Prose Poetry, Plays, Novels Voice Modulation-pitch and tone]

Activity 9: Writing Skill-1 [Writing Diary, Summary, Note Taking, Developing Ideas, Description etc.]

Activity 9: Writing Skill-1 [Writing dialogues, short stories, Column, Reviews, etc.]

Activity 10: Public Communication Skill-1 (Group Discussion on current burning topics).

Activity 11: Public Communication Skill-2 (PPT making and PPT presentation).

Activity 12: Official Communication Skill-1 (Mock Interview/ Interview

Practice). Activity 13: Field Work (On site or in Place/person Communication).

Recommended Readings:

1. Minakshi Raman et al. *Technical Communication*. New Delhi: Oxford University Press, 2014. (Module-1 and Module-3)
2. Singh, R.P. *Functional Skills in Language and Literature*. New Delhi: Rupa, 2007. (Module-2 and Module-3).
3. Business English. Pearson, 2008. (Module-1 and Module-3)
4. Wren, P. C. and Martin. *High School Grammar and Composition*. New Delhi: Oxford University Press, 2014. (For Reference)
5. Fluency in English- Part II. Oxford University Press, 2006. (For Reference)
6. Language Literature and Creativity. Orient Blackswan, 2013. (For Reference)