

Swami Ramanand Teerth Marathwada University, Nanded

Centre for Communication Skills

Certificate Course in English for Communication

Duration	3 Months (60 Hours) February to March & August to October
Eligibility	HSC
Fees	Rs. 1,000
Intake	20
Examination	Oral (50 %) + Written (50 %) Total Marks – 100 Minimum Marks Required for Passing – 50

Syllabus

Course Description:

This course aims to enhance the communication skills of students and working professionals in various fields in various aspects, including written, oral, and interpersonal communication. Through theoretical frameworks and practical exercises, students will refine their ability to express themselves clearly, concisely, and effectively in professional and academic contexts.

The Course attempts to enhance language proficiency by providing adequate exposure to listening, speaking, reading, and writing skills. It takes an integrated approach to the appropriate use of language in different situations and for different purposes.

Objectives:

- To develop cautious attitude towards communication skills.

- To enable learner to use English language correctly, appropriately and accurately.
- To expand vocabulary knowledge and understanding of idiomatic expressions.
- To develop critical thinking skills to analyze and evaluate information and respond accordingly.
- To increase the range of lexical resource through a variety of exercises.

Course Outcomes:

CO 1 Learners will improve their ability to express themselves in formal and informal situations.

CO 2 Learners will develop clarity of presentation, both orally and in writing.

CO 3 Learners will develop a sense of confidence in communication abilities.

Course Contents:

Unit 1: Foundation of Communication [10 Hours]

1. Process and Characteristics of Communication
2. Basic types of Communication- Verbal and Non-verbal- Personal, Social and Business
3. Barriers and Filters of Communication
 - i) Noise
 - ii) Lack of Planning
 - iii) Semantic Problems
 - iv) Cultural Barriers
 - v) Wrong Assumptions
 - vi) Socio-psychological Barriers
 - vii) Poor Retention
 - viii) Offensive Style of Communication
4. Basic Skills of Language Learning (LSRW)

Unit 2: Grammar and Vocabulary [15 Hours]

1. Forms of Tenses, Passives, Modals, Regular and Irregular Verbs, Negatives and Questions
2. Developing Vocabulary (Word Formation, Synonyms, Antonyms, Confused Words etc.)

Unit 3: Developing Listening & Reading Skills [10 Hours]

1. Listening and Reading Comprehension
2. Critical Thinking & Analysis
3. Understanding Phonetics and its alphabets

Unit 4: Developing Speaking Skills [10 Hours]

1. English in different situations
2. Techniques of formal speech, meetings, Elocution, Extempore etc.
3. Public Speaking Techniques (Vocal Variety, Body Language)
4. Audience Analysis & Adapting Communication Style

Unit 5: Writing Skills [15 Hours]

1. Principles of Effective Writing
2. Paragraph Development & Organization
 - i) Summarising
 - ii) Documenting
 - iii) Note-making, Note-taking
 - iv) Letter and Report Writing
 - v) Business Writing
 - vi) Unity and Coherence in Writing

Reference Books:

- *Language Learning India. English Language Communication Skills.* India:Cengage Learning India Pvt.Ltd.2013.
- Eastwood, John.*Oxford Guide to English Grammar.* NewDelhi: OUP, 2004.
- Raymond Murphy, *Essential English Grammar*, New Delhi: Cambridge University Press, 1992.
- Caplan,Nigel. *Grammmar Choices for Graduate and Professional Writers.*University of Michigan Press.ELT.2012.
- *Communication Skills Handbook: How to succeed in written and oral communication* by Jane Summers, Brette Smith, Wiley India Pvt. Ltd.
- *Cambridge English for Job Hunting* by Colm Downes, Cambridge University Press New Delhi.
- *An Introduction to Professional English and Soft Skills* by Bikram K. Das, Kalyani Samantray, Cambridge University Press New Delhi.
- Kennedy Chris, and Rod Bolitho. *English for Specific Purpose.* London: Macmillan, 1984