

CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH

Duration: Three Months

Study Hours: 60

Course Contents:

Unit-I: Introduction to Communication

Significance of Communication

Types of Communication

(Verbal and Non-Verbal)

(Formal and Informal)

Basic Sentence Structures

Unit-II: Developing Vocabulary

Synonyms and Antonyms

Word Formation

Important Verbs

Important Idioms & Phrases

Transformation of Verbs, Adjectives and Adverbs

Unit-III: Speaking Skills

Introducing oneself and others

Greetings, Thanking and Wishing

Asking for and Giving Information

Offer, Request and Orders

Getting and Giving Permission

Agreeing and Disagreeing

Conditionals

Asking Questions using WH and Question Tags

Unit-IV: Writing Skills

Describing/Narrating an Event, an Object, a Process, a Place

Describing Simple Tasks and Giving Instructions

E-mail and Blog Writing

Learning Outcomes:

1. Learners will learn the importance and benefit of communication skills.
2. Learners will be able to use English to express themselves in different practical situations confidently.
3. This course will improve students' linguistic skills in English.
4. This course will sensitize students to nuances of spoken/written form of English.
5. This course will provide the students an ability to build and enrich their communicative skills.
6. To simulate real life situations in the class room to practice real English dialogues and speeches to gain English language fluency.
7. To help student overcome their fear and to speak in English in front of their peers and teachers. Thus it will build their self-confidence through various classroom activities and outdoor activities.
8. This course will help to students from the perspective of career oriented texts.

Useful Books for the Course:

1. Bansal, R.K. & Harrison J. B **Spoken English for India**. Orient Longman: Mumbai, 2000.
2. Hewings, Martin. **Advanced English Grammar**. Cambridge University press, 1999.
3. Raifsnider, Barbara. **Fluent English**. Living Language, 2005.
4. K. S. Smita, Annie Pothan. **English Conversational Practice**. Sterling publications private Limited, 1990.
5. **Z.N. Patil. English for Practical Purpose**. Macmillan Ind. Limited. 2000.

1. Prof. V.CH.N.K. Srinivasa Rao
2. Mr. Vivek Pratap Singh
3. Dr. Vandana Bhartiya
4. Mr. Amit Verma