

CERTIFICATE COURSE

DEPARTMENT OF ENGLISH

COURSE NAME: LFCCENG02 ENGLISH LANGUAGE SKILL DEVELOPMENT
PROGRAMME

Objectives :

- To fulfil the educational and professional goals by the use of English language.
- To equip with language fluency and efficiency of the language.
- To trounce difficulties cropping up at the time of interviews, in group discussions, or during entrance examinations.
- To create a high level of proficiency in all skill areas of the English language in an incorporated curriculum.
- To enhance the understanding and usage of academic English.
- To achieve a suitable level of expertise in the skill area: reading, listening comprehension, grammar, writing and verbal skills.

Duration: 30 hours

Syllabus:

MODULE I – FUNCTIONAL GRAMMAR AND SENTENCE STRUCTURE

Introducing Traditional Grammar- Descriptive and Prescriptive Grammar - Use of Tenses – Parts of Speech- Singular and Plural- Phrasal verbs- Framing Questions- Semantics-Word formation

MODULE II – LISTENING

Active listening – Ted Talks – Speeches

MODULE III – SPEAKING

Conventions in Speaking: Sounds – Articulation – Pronunciation of Words – Stress – Intonation – Rhythm – Weak forms and Strong Forms. Approach to Effective Conversation: Starting a conversation – Greetings and Asking after – Introducing oneself – Wishing Well – Apologizing – Excusing – Asking for and giving Information – Making Requests, suggestions, Offers, Orders – Agreeing – Disagreeing – Giving and asking Permission – Making invitations – Accepting and Rejecting – Expression of likes and dislikes – ending a conversation.

Activities: Debate – Role-play- Conversations

MODULE IV – READING

Reading skill an exploration of knowledge - Reading for Specific Information – encouragement of Fluent Reading – Intensive and Extensive Reading – Silent and Loud Reading Listening Skill - Difference between listening and hearing – Qualities of an active

listener – Barriers to listening – Academic listening - listening for inferences – listening for specific information, and listening for overall information.

MODULE V: CREATIVE WRITING

General Writing: Purpose, Structure, Layout and Form - Business Correspondence – Reports – Requests and Petitions – Complaints – Feature Writing – Article Writing - Academic Writing: Planning, Structuring and Drafting – Introduction, the Body and Conclusion Project Writing – Planning and Research – Book Reviews – Abstract – Synopsis – Seminars – Symposia - E-writing: e-mail Exchange – Blogging – Writing On-line – Content Writing- Short Story- Fiction

References

1. Oxford Guide to Effective Writing and Speaking Structures and Strategies: An Lloyd Davis and John Seely New Delhi: OUP, 2000 Hyderabad, University Press
2. Introduction to Academic Writing Susan Mckay India .Pvt.Ltd., 2008
3. Towards Academic English: Developing Effective Skills Mark Cholij New Delhi: CUP, 2007
4. Language Skills -I S C Sood and Mita Manohar Publishers & Bose et al Distributors, 2005.
5. Technical Presentation Skills Steve Mandel New Delhi: Viva Books Pvt.Ltd., 2004.
6. Applied English: Language Skills for Business and Everyday Use Robert E Barry Prentice Hall, 1994.
7. A Course in Communication P. Kiranmai Dutt, Foundation Books, 2009 Skills Geetha Rajeevan and CLN Prakash.
8. Speaking and Writing for Communication Francis Macmillan, 2008 Effective Business, Soundararaj.
9. Developing Communication Skills Krishna Mohan and Meera Banerji Chennai: Macmillan, 2008
