

MES ASMABI COLLEGE, P VEMBALLUR
PG DEPARTMENT OF ENGLISH
CERTIFICATE COURSE- FOUR SKILLS OF COMMUNICATION

MESACCC202011 (2020-2021)

Department : P G Department of English

Name of the Course : FOUR SKILLS OF COMMUNICATION

Course Code : MESACCC202011

Name of the Coordinator : VEENALEKSHMI UR

9497621206, vnlkshm@gmail.com

Head of the Department : Dr. Reena Mohamed

Maximum number of students : 30

Duration of the course : 30 hrs

Level : UG/PG

**Teaching Methodology : Direct method, group discussions, Pair
Work, Mind Mapping**

Teaching aids : Ppt, Handouts, Charts

**Evaluation procedure : Diagnostic test in the beginning, weekly
mock test, final MCQ test**

Collaborating agency, if any : Nil

Course Syllabus

Certificate course-Four Skills of Communication

Objectives:

1. To enable the students to use the language with fluency, appropriate diction and idioms
2. To enable the students to acquire basics of Suprasegmental features of spoken English
3. To empower with the mastery of rhetoric in public speech, using language confidently in interviews

Module I

Introduction:

- ☐ Need and scope of CCCE
- ☐ Diagnostic test
- ☐ Problems of being a second language learner
- ☐ Possible approaches and solutions
- ☐ Parts of Speech
- ☐ Subject, Verb, Object
- ☐ Verb - Different Forms of the Verb
- ☐ Subject and Verb Agreement (Singular and Plural Forms of Nouns and Verbs)
- ☐ Tenses and role of verb in it
- ☐ Use of idioms and phrases
- ☐ Structure of a Sentence
- ☐ Structure of a Question
- ☐ Use of Active and Passive Voice, Reported Speech and Tag question in communication
- ☐ Use of courteous language

Module II

PHONETICS

Vowels ---Diphthongs --- Consonants --- Points of Articulation of Sounds- Connected speech with intonation

VOCABULARY

Introduce common place expressions of language -- Different Forms of the Verb ---

Specimens of Situational Conversations, Phrases, Sentences and Questions --- Synonyms ---

Antonyms --- Miscellaneous.

- ☐ Familiarize students with language lab
- ☐ Identification of sounds or words including pronunciation of digits.
- ☐ Announcements during event management, stage shows and ceremony
- ☐ Practice sessions of conversations, Story building, Narration, Translation etc.
- ☐ Group Discussion
- ☐ Works to enhance reading skills (13 Hours)

(Note: Students are advised to keep an Oxford Advanced Learner's Dictionary)

Module III

(Individual Work)

- ☐ Speech and patterns of rhetoric
- ☐ Self introduction
- ☐ Mock interview
- ☐ Practice in formal speech
- ☐ Pick and Choose activities (10 Hours)

Recommended reading

1. Bolitho, R and Tomlinson, B. (2005) Discover English, Heinemann
2. Bygate, M. (1987) Speaking, OUP

3. Hedge, T. (2005) Writing, OUP
4. Leech, G. (1982) Meaning and the English Verb, Longman
5. McCarthy, M., Schmitt, N. (1998) Vocabulary, CUP
6. Parrott, M. (2000) Grammar for English Language Teachers, CUP
7. Rixon, S. (1996) Developing Listening Skills, Macmillan
8. Roach, P. (2000) English Phonetics and Phonology, CUP
9. Swan, M (2005) Practical English Usage, OUP
10. Swan, M., & Smith, B. (2001) Learner English, CUP
11. Thornbury, S. (2002) How to Teach Vocabulary, Longman
12. Thornbury, S. (2005) How to Teach Speaking, CUP
13. Ur, P. (2005) Teaching Listening Comprehension, CUP