

**FACULTY OF HUMANITIES**

**DEPARTMENT OF ENGLISH & FOREIGN LANGUAGES**

**SCHEME OF EXAMINATION**

**CERTIFICATE IN COMMUNICATION SKILLS IN ENGLISH LANGUAGE**

**PROGRAMME SPECIFIC OUTCOMES:**

1. To learn, improve and optimize listening, speaking, reading and writing skills
2. To provide an interactive and enriching learning experience in a stimulating environment with practical modules ideal for students pursuing diverse careers
3. Learners acquiring the essential erudition and confidence to communicate and connect in multiple contexts
4. A value added initiative steering the efforts of learners towards accomplishing their goals

## SCHEME OF EXAMINATION

### CERTIFICATE IN COMMUNICATION SKILLS IN ENGLISH LANGUAGE

Sr. No.	Course Code	Nomenclature	Theory	Practical	Int. Ass.	Total Marks	L-T-P	Credits/Hrs.	Students Intake
1.	20CPSE11C1	Basic Skills of Communication	80		20	100	4-0-0	4	40
2.	20CPSE11C2	Spoken Skills	80		20	100	4-0-0	4	
3.	20CPSE11C3	Writing Skills	80		20	100	4-0-0	4	
4.	20CPSE11C4	Practising Skills of Communication		160	40	200	0-0-4	8	

### Course Template

<b>Program Name</b>	<b>Certificate in Communication Skills in English Language</b>	<b>Program Code</b>	<b>CPSE</b>
<b>Course Name</b>	<b>Basic Skills of Communication</b>	<b>Course Code</b>	<b>20CPSE11C1</b>
<b>Credits</b>	4	<b>No. of hours/Week</b>	4
<b>Duration of End term examination</b>	3 hours	<b>Max. marks</b>	100
<p><b>Note:</b> The examiner has to set a total of nine questions (two from each unit and one compulsory question consisting of short answer from all units (one question of four marks from each unit). The candidate has to attempt one question each from each unit along the compulsory question (5 x 16 = 80 marks)</p>			
<p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To enable learners to communicate effectively</li> <li>2. To clarify the concepts of communication adequately</li> <li>3. To enable second language learners to comprehend basic abilities of Language</li> </ol>			
<p><b>Course Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Learners are capable to communicate effectively in different contexts</li> <li>2. Second language learners understand basic nuances of English language</li> <li>3. Becoming attentive listeners</li> <li>4. Able to understand a text better</li> </ol>			
<p><b>Unit 1</b>            Communication:            Nature and Scope Process Types            Essentials of Effective Communication            Techniques            Limitations</p>			
<p><b>Unit 2</b>            Language:            Nature and Significance of English Language            English as the Second Language            Basic Abilities of Language</p>			
<p><b>Unit 3</b>            Listening Skills            Essentials of Effective Listening            Listening Process            Deterrents to Listening Process            Active and Passive Listening</p>			
<p><b>Unit 4</b>            Reading Skills:            Effective Reading            Extensive and Intensive Reading</p>			

Skimming and Scanning

Reading for Comprehension

Reading for Pleasure

Reference Skills

ii) Looking up the Dictionary

iii) Using titles of contents and indices for information

iv) Information Technology

**References:**

- Aitchison, Jean (1998). *The Articulate Mammal* (4 th ed.) . Routledge
- . Baker, C. & S. Jones. (1998). *Encyclopedia of Bilingualism and Bilingual Education* Multilingual Matters.
- Barker, Alan. (2000). *Improve Your Communication Skills*. Kogan Page Publishers.
- Brown, G. (2017). *Listening to Spoken English*. United Kingdom: Taylor & Francis.
- Clark, E. V. (2003). *First language acquisition*. United Kingdom: Cambridge University Press.
- Cook, V. (2001). *Second Language Learning and Language Teaching* (3 rd ed.) Edward Arnold.
- Cullen, P. (2008). *Cambridge English: Vocabulary for IELTS*. Cambridge University Press.
- Lata, P., & Kumar, S. (2015). *Communication Skills* (2 nd ed.). Oxford University Press

**Course Template**

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<b>Course Name</b>	<b>Spoken Skills</b>	<b>Course Code</b>	<b>20CPSE11C2</b>
<b>Credits</b>	4	<b>No. of hours/Week</b>	4
<b>Duration of End term examination</b>	3 hours	<b>Max. marks</b>	100
<b>Note:</b> The examiner has to set a total of nine questions (two from each unit and one compulsory question consisting of short answer from all units (one question of four marks from each unit). The candidate has to attempt one question each from each unit along the compulsory question (5 x 16 = 80 marks)			
<b>Course Objectives:</b> 1 To acquaint the learners with the speech mechanism 2 To minimise the problems faced by language learners 3 To enable the learners pronounce correctly			
<b>Course Outcomes:</b> 1 Students understand phonology as mechanics of language 2 Common problems faced by second language learners are minimised 3 Learners identify sounds and rhythm of English language			
<b>Unit 1</b> Organs of Speech Speech Mechanism Speech Sounds (International Phonetic Alphabets)			

<b>Unit 2</b> Spelling and Pronunciation (IPA Symbols) Word Accent
<b>Unit 3</b> Features of Connected Speech Tone, Pitch, Rhythm
<b>Unit 4</b> Features that Influence the Intelligibility of English Language in India, Improving the Efficiency of Spoken English
<b>References:</b> <ul style="list-style-type: none"> <li>• Cody, Sherwin. (2020). <i>The Art of Writing &amp; Speaking The English Language: Word Study and Composition &amp; Rhetoric</i>. Brian Westland.</li> <li>• Cruttenden, Alan. (2014). <i>Gimson's Pronunciation of English</i>. Taylor &amp; Francis.</li> <li>• Meyer, G.H. (1884). <i>The Organs of Speech and their Application in the Formation of Articulate Sounds</i>. D. Appleton.</li> <li>• Nelson, W. (2019). <i>English Language Fluency for Advanced English Speaker: How To Unlock The Full Potential To Speak English Fluently</i>. Whitney Nelson.</li> <li>• Roach, P. (2000). <i>English Phonetics and Phonology: A Practical Course</i>. Cambridge University Press.</li> <li>• Subramanian, T. (2012). <i>A Textbook of English Phonetics for Indian Students</i>. Macmillian Publishers.</li> </ul>

### Course Template

<b>Program Name</b>	<b>Certificate in Communication Skills in English Language</b>	<b>Program Code</b>	<b>CPSE</b>
<b>Course Name</b>	<b>Writing Skills</b>	<b>Course Code</b>	<b>20CPSE11C3</b>
<b>Credits</b>	4	<b>No. of hours/Week</b>	4
<b>Duration of End term examination</b>	3 hours	<b>Max. marks</b>	100
<b>Note:</b> The examiner has to set a total of nine questions (two from each unit and one compulsory question consisting of short answer from all units (one question of four marks from each unit). The candidate has to attempt one question each from each unit along the compulsory question (5 x 16 = 80 marks)			
<b>Course Objectives:</b> <ol style="list-style-type: none"> <li>1 To enable the learners to use correct language</li> <li>2 To apprise learners with the critical components of writing</li> <li>3 To make language users self-reliant to communicate</li> </ol>			
<b>Course Outcomes:</b> <ol style="list-style-type: none"> <li>1 Equipped with effective writing skill</li> <li>2 Confident to communicate</li> <li>3 Capable of error-free written communication</li> </ol>			

<p><b>Unit 1</b>  Writing Mechanics and Grammar  Subject-Verb Agreement  Capitalisation  Punctuation</p>
<p><b>Unit 2</b>  E mail  Agenda  Notice  Report  Circular  Minutes</p>
<p><b>Unit 3</b>  Letter Writing:  Official letter  Business letters  Formal and Informal letters  Letter to the editor</p>
<p><b>Unit 4</b>  Resume writing for different jobs</p>
<p><b>References:</b></p> <ul style="list-style-type: none"> <li>• Murphy, R. (1985). <i>English Grammar in Use</i>. Cambridge University Press.</li> <li>• Seely, J. (2013). <i>Oxford Guide to Effective Writing and Speaking: How to Communicate Clearly</i>. United Kingdom: OUP Oxford.</li> <li>• Strunk, W. (2020). <i>The Elements of Style</i>. Open Road Media.</li> <li>• Swan, M. (1980). <i>Practical English Usage</i>. Oxford University Press.</li> <li>• Williams, P. (2018). <i>Advanced Writing Skills for Students of English</i>. (n.p.): Rumian Publishing.</li> <li>• Wren, P. C., Martin, H. (1995). <i>High School English Grammar and Composition</i>. India: S Chand &amp; Company Limited.</li> <li>• Zinsser, W. (2001). <i>On Writing Well: The Classic Guide to Writing Nonfiction</i>. Perfection Learning</li> </ul>

### Course Template

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<b>Course Name</b>	<b>Practising Skills of Communication</b>	<b>Course Code</b>	<b>20CPSE11C4</b>
<b>Credits</b>	8	<b>No. of hours/Week</b>	8
<b>Duration of End term examination</b>	3 hours	<b>Max. marks</b>	200
<b>Note:</b> The examiner has to set a total of nine questions (two from each unit and one compulsory			

question consisting of short answer from all units (one question of four marks from each unit). The candidate has to attempt one question each from each unit along the compulsory question (5 x 16 = 80 marks)

**Course Objectives:**

- 1 Preparing for a Career
- 2 Enabling the learner to achieve adequate linguistic skills to present and compete at various levels
- 3 Effective presentation skills using slides, visuals, audios and videos
- 4 Effective Profiling

**Course Outcomes:**

- 1 Applying for a Job
- 2 Effective Presentations
- 3 Confident team leaders

**Unit 1**

Oral Communication Skills  
Communication in Context - Giving Instructions, Seeking and giving permission  
Expressing opinions  
Agreeing and disagreeing  
Apologizing and forgiving  
Asking questions and responding politely  
Demanding and giving explanations  
Asking for and giving information  
Expressing sympathy and condolences

**Unit 2**

Non - verbal communication  
Kinesics  
Telephonic conversations and their etiquettes  
Effective Renditions of poems  
Group Discussion

**Unit 3**

Presentation Skills  
Public speaking,  
Welcome address and Vote of thanks  
Organizing a seminar/ conference  
Facing an Interview

**Unit 4**

Note-making  
Note-taking  
Report Writing  
Power-point presentation

**References:**

- Apps, J. (2014). *The Art of Conversation: Change Your Life with Confident Communication*. John Wiley & Sons.
- Babcock, C. Merton. (1957). *The Harper Handbook of Communication Skills*. Harper &

Bros.

- Barker, Alan. (2000). *Improve Your Communication Skills*. Kogan Page Publishers.
- Battell, C. (2006). *Effective Listening*. American Society for Training and Development.
- Brown, R., & Richards, L (2011). *IELTS Advantage: Writing Skills*. Surrey: Delta Publishing.
- Palmer, E. (2014). *Teaching the Core Skills of Listening and Speaking*. ASCD.
- Treasure, J. (2017). *How to be Heard: Secrets for Powerful Speaking and Listening*. Mango Publishing Group