

Certificate Course in
Communicative English and Writing

(6 Months Course)

Course Curriculum



Kanyashree University

Krishnagar Government College Campus, Krishnagar,

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West Bengal, India

Syllabus

Paper 1: Communication & Grammar Skills

Module-I: Communication

- Language and communication
- Differences between speech and writing
- Distinct features of speech
- Distinct features of writing

Module-II: Basic Skills in English Grammar

- Parts of Speech
- Person, Gender, Number Phenomenon
- Use of Tense, Aspect and Modals, Prepositions and Adverbs of Time and Place, Degree
- Forming questions, Negation and Relative Clauses
- Interchange of Sentences, Narration, Voice change, Proverbs, Vocabulary, Proper use of words, Idioms.

Paper 2: Listening and Speaking (Including English for Special & Technical Purposes)

Module-I: Listening

- Accentuation, Intonation,
- Register, Understanding Various Englishes.
- Interchange/ dialogue and conversation in a group (Formal and Informal English)
- Role play, listening comprehension of a text, taking notes of lectures, following instructions

Module-II: Speaking

- Learning basic courtesies, telephone etiquette, requests and orders,
- Job-oriented group discussion (especially initiating, interrupting and concluding),

Practical: Speaking independently for five minutes on a given topic after preparation, extempore speech, making announcements, debate.

Paper 3: Reading

- Reading aloud for fluency
- Stress and intonation
- Reading comprehension through skimming and scanning

Practical: Play reading (with emphasis on expression), Reading and following manuals and written instructions.

Paper 4: Writing

- Paragraph writing, topic sentences.
- Writing official letters and letters to the editor of a newspaper, emails.
- Writing various kinds of short essays (narrative, descriptive, argumentative).
- Writing notices, reports and questionnaires of various types.
- Writing technical/business proposals and writing CVs and short resumes.
- Common errors

Suggested Reading:

1. Nira Konar. *Communication Skills for Professionals* (3rd Edition). PHI Learning Pub.
2. Nira Konar. *English Language Laboratories: A Comprehensive Manual*. PHI Learning Pub.
3. Sanjay Kumar, Pushp Lata. *Communication Skills* (2nd Edition), Oxford University Press Pub.