

**ADD-ON CERTIFICATE COURSE IN SPOKEN  
ENGLISH FOR COMMUNICATION SKILLS  
(For Sessions 2022-23, 2023-24 and 2024-25)**

**Course content and instructions regarding examination for Add-On  
Certificate Course in Spoken English**

Time Allowed (Theory/Practical): 6 Hours per week (6 Credits)

Maximum Marks: 200

Practical Exam: 100 Marks

Theory Exam: 100 Marks

Pass Percentage: 35% (Separately in Practical and Theory Examinations)

**Objectives:**

The objective of this course is to enhance communication skills of learners by focusing on the development of two macro language skills, Listening and Speaking. The course also aims at acquainting the learners with some basic theoretical concepts related to the two macro skills in order to lay foundation for effective administration of learning material. The course will also aim to enhance the learners' grammatical competence in order to make their listening and speaking skills sharper and more effective. In addition, the course will also focus on building the learners' vocabulary for accurate and effective listening and speaking.

**Learning Outcomes:**

1. The course will enhance overall communicative competence of learners by focusing on development of various individual sub-skills related to Listening and Speaking.

2. The course will help the learners in performing several listening and speaking tasks more effectively by acquainting them with some fundamental theoretical concepts related to the two skills.

3. The course will enhance the grammatical competence of learners which will enable them to listen and comprehend a spoken text correctly; and also speak accurately and effectively.

4. The course will strengthen the vocabulary of the learners, which will

enable them to listen and speak effectively.

## **Course Content**

### **Part-I:**

Define 'listening'; role of listening in communication; listening as a skill; introduction to the process of listening

Listening activities: pre-listening and while-listening; introduction to phonemes of English; introduction to 'stress' in individual words and its impact on meaning; tasks for developing 'literal' and 'interpretive' listening.

### **Part-II:**

Defining speaking as a skill; speech mechanism; functions of speech (introduction only); sub-skills of speaking (introduction only).

Speaking activities: pre-speaking and while-speaking; articulation of individual phonemes; transcription of monosyllabic words; stress in individual words; imitative drills; vocabulary building tasks; use of short forms; guided speaking tasks; independent speaking tasks.

### **Part-III:**

Use of words as different parts of speech; transformation of sentences; correction of sentences.

### **Part-IV:**

Homophones, homonyms and homographs; one-word substitutes; synonyms; antonyms; abbreviations; acronyms.

## **TESTING :**

The final examination shall consist of two parts:

Part-A: Practical examination for 60 marks.

Part-B: Theory examination for 40 marks.

## **Guidelines for Part-A**

- (i) For testing of Listening skill, a spoken text shall be read out by the examiner or played on an audio system; and the learners shall be asked relevant questions (testing various aspects of the learners' listening skill) based on it. This part shall carry 20 marks.
- (ii) Speaking competence of learners shall be tested by asking them questions pertaining to their likes/dislikes, hobbies, current socio-political issues, etc.

This part shall also carry 20 marks.

- (iii) The ability to pronounce monosyllabic and disyllabic words with correctly with accurate primary stress shall be tested by asking the learners to pronounce at least ten given words. This part shall carry 10 marks.
- (iv) Speaking competence of learners shall be tested by asking them to retell/reproduce the ideas of a brief news item, a brief article or even a short story. They shall be provided a newspaper clipping, a brief article, a very short story or any other writing of general interest. They shall go through it for 5-8 minutes and then retell/re-produce the same in their own words. This part shall also carry 10 marks.

### **Guidelines for Part-B**

1. The theory paper shall consist of four questions in all.
2. Question I will pertain to Part-I of the syllabus; and carry 8 marks in total. The students will be required to write short notes on any two of the given three topics. Each note will be evaluated for a maximum of 4 marks. (8 Marks)
3. Question II will pertain to Part-II of the syllabus; and carry 8 marks in total. The students will be required to write short notes on any two of the given three topics. Each note will be evaluated for a maximum of 4 marks. (8 Marks)
4. Question III will pertain to Part-III of the syllabus. The students will be required to attempt any 24 out of 30 given sentences (10 sentences on each of the three topics). Each sentence will carry 0.5 (1/2) mark. (12 Marks)
5. Question IV will pertain to Part-IV of the syllabus. The student will be required to attempt any 4 out of 6 given questions pertaining to six sub-sections of Part-IV. Each will carry 0.5 (1/2) mark. (12 Marks)

### **Instructions for the Candidates**

1. All the questions in the theory paper are to be attempted.
2. All the five parts/activities in the Practical examination are compulsory.

### **Books Prescribed:**

Ray, Shefali. *Elevate Elementary (Level 2)*. New Delhi: Oxford University Press.

(Only relevant sections)

Sethi, J. and P.V. Dhamija. *A Course in Phonetics and Spoken English*. Second Edition. Delhi: PHI Learning Private Limited, 1999. Thirty-First Printing, 2017.

(Only relevant sections)

White, N.M. *Unlock: Listening and Speaking Skills 2*. New Delhi: Cambridge University Press, 2015. (Only relevant sections)

### **Suggested Reading:**

Doff, Adrian. *Teach English. A Training Course for Teachers, Trainer's Handbook*, Cambridge: Cambridge University Press, 1988.

Ray, Shefali. *Elevate Pre-Intermediate: Level 2*. Oxford University Press.

(Only relevant sections)

Balaji, Samathmika and Simran Luthra. *Elevate Intermediate: Level 3*.

Oxford University Press. (Only relevant sections)

Richards, Jack C. *Interchange: Intro*. Cambridge University Press. Fifth

Edition. (Only relevant sections)

Richards, Jack C. et al. *Interchange: 1*. Cambridge University Press. Fifth

Edition. (Only relevant sections)