

**ADD-ON ADVANCE DIPLOMA COURSE IN SPOKEN ENGLISH
FOR COMMUNICATION SKILLS**

(For Sessions 2022-23, 2023-24 and 2024-25)

**Course - Content and Outlines of Examination for the Add-On Course
(Advance Diploma 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 primary objective of this course is to enhance the four macro language skills of the learners. Another major objective is to develop the sub-skills related to all the four macro skills, i.e., Listening, Speaking, Reading and Writing.

The course also aims to hone the grammatical skills of the learners besides helping them build their lexical resources.

Learning Outcomes:

1. The course will enhance overall communicative competence of learners by focusing on development of the individual sub-skills related to all the four macro language skills.

2. The course will acquaint the learners with certain important theoretical concepts related to the macro language skills. Practice drills in all the four skills will positively influence the speaking competence of learners.

3. The course will help the learners in performing speech acts in variety of situations. Their acquaintance with fundamental theoretical concepts will help the learners to understand the subtleties associated with the skill, making their speech

effective.

4. The course will strengthen the vocabulary of the learners, which will enable them to listen, speak and write effectively.

Course Content:

Part-I:

Sub-skills of Listening; Listening in Second Language; Factors affecting Listening; Listening and other skills; Strategies for Effective Listening, Types and Modalities of Listening; Listening and various approaches/methods of TESL

Listening Activities: While-Listening and Post-Listening activities; Stress in polysyllabic words and Connected Speech; Tasks for developing multiple levels of the skills; Developing Focus on Memory, Speed and Focus

Part-II:

Major Functions of Speech; Speaking in Second Language; Speaking and other skills; Strategies for Developing Speaking; Speaking and various Approaches/Methods of TESL

Speaking Activities: While-Speaking Activities; Transcription of Polysyllabic words; Stress in Connected Speech; Use of Short forms; Guided speaking tasks; Independent Speaking Tasks.

Part-III:

Reading as a skill; Process of reading; Interpretive and Critical comprehension; Purposes of reading; Different Modes of Reading, Strategies for Developing Reading

Reading Activities: While-reading and Post-reading activities.

Part-IV:

Writing as a Medium of Communication; Writing as a Skill; Types of Writing; Features of Effective Writing; Process of Writing; Hurdles in Effective Writing.

TESTING :

The final examination of Communicative English 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 skills, a spoken text shall be read out by the examiner or played on an audio system; and the candidates shall be asked relevant questions (testing various aspects of the candidates' listening skill) based on it. This part shall carry 10 marks.
- (ii) Speaking competence of candidates shall be tested by asking them questions pertaining to their likes/dislikes, hobbies, current socio-political issues etc. This part shall also carry 10 marks.
- (iii) The ability to pronounce polysyllabic words and produce sentences of medium length or more with accurate stress shall be tested by asking the candidates to pronounce given words and sentences. This part shall carry 10 marks.
- (iv) Speaking competence of learners shall be tested by asking them to speak on given topics in an extempore manner. This part shall also carry 10 marks.
- (v) The last part in the practical examination shall consist of a Group Discussion. Candidates shall be asked to participate in discussion on a given topic. Their level of competence shall be assessed for initiative, participation, correctness of expression and fluency. This shall carry 20 marks.

Guidelines for Part-B:

The theory paper shall consist of four questions in all.

1. 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)
2. Question II will pertain to Part-II of the syllabus; and carry 8 marks in total. The candidates 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 III will pertain to Part-III of the syllabus. The candidates 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)
4. Question IV will pertain to Part-IV of the syllabus. The candidates 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:

Balaji, Samathmika and Simran Luthra. *Elevate Intermediate: Level 3*. Oxford University Press. (Only relevant sections)

Koneru, Aruna. *Professional Speaking Skills*. Oxford University Press.

Ostrowska, Sabina. *Unlock: Listening and Speaking Skills 3*. Cambridge University Press. (Only relevant sections)

Suggested Reading:

O'Neill, Richard. *Unlock: Reading and Writing Skills 2*. Cambridge University Press. (Only relevant sections)

Ray, Shefali. *Elevate Pre-Intermediate: Level 2*. 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: 3*. Cambridge University Press. Fifth Edition. (Only relevant sections)

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

Edition. (Only relevant sections)

Richards, Jack C. et al. *Interchange: 2*. Cambridge University Press. Fifth

Edition. (Only relevant sections)

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

Edition. (Only relevant sections)

