

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

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 of the three macro skills, i. e. Listening, Speaking and Reading. 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 various individual sub-skills related, in particular, to Listening, Speaking and Reading.

2. The course will acquaint the learners with certain important theoretical concepts related to the macro language skills. Practice drills in listening and reading 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 related to the skill 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 (introduction only); factors affecting listening (introduction only); listening and other skills (introduction only); listening in second language; hurdles in effective second language listening.

Listening activities: while-listening and post-listening activities; stress in disyllabic and polysyllabic words; tasks for developing 'literal', 'interpretive' and 'affective' listening.

Part-II:

Speaking in second language (introduction only); speaking and other skills; barriers to effective speaking.

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

Part-III:

Reading as a skill, process of reading; lexical and literal comprehension; modes of reading; reading in second language

Reading activities: pre-reading and while-reading activities

Part-IV:

Transformation of sentences; correction of sentences; one-word substitutes, synonyms; antonyms.

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 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 10 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 15 marks.
- (iii) The ability to pronounce disyllabic and polysyllabic words and produce sentences of short and medium length with accurate stress shall be tested by asking the learners to pronounce given words and sentences. This part shall carry 15 marks.
- (iv) Speaking competence of learners will 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. Learners shall be asked to participate in discussion on a given topic. They shall be assessed for initiative, participation, correctness of expression and fluency. This shall 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 transcribe 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 write short notes on any two of the given three topics. Each note will be evaluated for a maximum of 4 marks. (8 Marks)
5. Question IV will pertain to Part-IV of the syllabus; and testing may be carried out in the following scheme:
 - Transformation of Sentences (6 Marks)
 - Correction of Sentences (3 Marks)
 - One-word Substitutes (3 Marks)
 - Synonyms (2 Marks)
 - Antonyms (2 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:

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)

Sanyal, Mukti. ed. *English at the Workplace I*. Oxford University Press. 2015.

Suggested Reading:

1. Koneru, Aruna. *Professional Speaking Skills*. Oxford University Press.
2. Ray, Shefali. *Elevate Elementary: Level 1*. Oxford University Press. (Only relevant sections)
3. Richards, Jack C. et al. *Interchange: 1*. Cambridge University Press. Fifth Edition. (Only relevant sections)

4. Richards, Jack C. *Interchange: Intro*. Cambridge University Press. Fifth Edition. (Only relevant sections)

