

Punyashlok Ahilyadevi Holkar Solapur University, Solapur

SKILL DEVELOPMENT CENTRE

COURSE NAME : CERTIFICATE COURSE IN PROFECIENCY IN ENGLISH LANGUAGE

Course Duration: 6 Months

Marks- 400

The programme aims at acquainting the beginners with essential skills of English Language and inculcates in them an ability to speak and write it with a certain degree of accuracy and confidence in them.

Objectives of the Course:

1. To develop the linguistic competence of students.
2. To develop communicative competence of students
3. To enable students to acquire the knowledge of register of conversational English
4. To train students to use English for the practical purposes.

Outcomes of the Course:

At the end of the course, the students will -

1. Be able to use English language fluently.
2. Develop communicative competence in English.
3. Develop linguistic competence in English.

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Certificate Course in Proficiency in English Language

Name of Skill Course	Duration	Name of Paper	Paper No.	Hours Per Paper	Th.	Int.	Pract.	Credits
Certificate Course in Proficiency in English	6 Months	Fundamentals of Grammar	I	45	80	20	0	3 Credits
		Developing Writing Skills	II	45	80	20	0	3 Credits
		Conversational English	III	45	80	20	0	3 Credits
		Practical English	IV	45	0	0	100	3 Credits
Total				180	240	60	100	12 Credits

Paper No: I - Fundamentals of Grammar

Objective of paper:

- 1) To learn basics of English grammar
- 2) To know the importance of grammar in English language
- 3) To learn formation of sentence
- 4) To learn to speak grammatically correct language

Expected outcome:

- 1) Students will learn grammar
- 2) Students will enhance spoken and writing skills
- 3) Sentence framing will be easy.

Syllabus:

Unit I

Phonology

- a) Basics of phonology
- b) Sounds
- c) Use of phonetics

Unit -II

Word Formation

- a) Synonyms, antonyms
- b) Articles
- c) Subject and Predicate

Unit- III

Parts of Speech

- a) Verb and Adverb
- b) Nouns and Pronouns
- c) Adjective and Preposition
- d) Conjunction and Interjection

Unit -IV

Phrases and Clauses

- a) Basic concepts of phrases
- b) Types of phrases
- c) Basic concept of clauses
- d) Types of clauses

Unit- V

Tenses

- a) Present Tense and its types
- b) Past Tense and its types
- c) Future tense and types

Reference Books:

- 1) English Grammar Today by G. Leech
- 2) Living English Structure by W.S. Allen
- 3) A Remedial English Grammar for foreign Students by F. T. Wood
- 4) Highschool English Grammar and Composition by P. C. Wren
- 5) A practical English Grammar by Thomson and Martinet.

Paper No: II - Developing Writing Skills

Objectives of the Paper:

1. To enable students to acquire knowledge of basic mechanism of written English & its modern usage.
2. To develop writing skills of students
3. To make students skilled and fluent in written English.
4. To train students to use written English correctly.

Outcomes of the Paper:

At the end of the course, the students will -

1. Be able to use English language correctly.
2. Develop writing skills of students.
3. Acquire knowledge of basic mechanism of written English & its modern usage.

Syllabus:

Unit I: Letter Writing

1. Letter: its Layout and Parts/Structure
2. Types of Letter: Application Letter, Formal and informal Letters.
3. Feedback Skills

Unit II: Report Writing

1. What is a report?
2. Structure of a report
3. Types of report

Unit III: Email Writing

1. What is an email?
2. Structure of an email.

Unit IV: Writing Notice, Agenda & Blog

1. Notice: its Structure
2. Agenda: its Structure
3. Blog: What is a blog? How to write a blog?

Unit V: Preparing Curriculum Vitae

1. What is a CV?
2. Difference between a CV and resume.
3. Structure of a CV

Reference Books:

- Hybels, Saundara. *Communicating Effectively*. Infinity Books, 2001.
- Inklyo. *How to Write a Blog*. Createspace Independent, 2013.
- Mitra, Barun K. *Personality Development and Soft Skills*. Oxford University Press, 2021.
- Netzley, Michael. *Guide to Report Writing*. Pearson Education India, 2010.
- Roche, Marc. *Email Writing: Advanced*. Independently Published, 2020.
- Urmila Rai and S.M.Rai. *Business Communication*. Himalaya publishing house, 2003.
- Wren and Martin. *High School English Grammar and Composition*. 1935.

Paper No: III - Conversational English

Objective of the paper:

- 1) To introduce learners with the essential skills of conversational English
- 2) To enable learners to participate in the conversation by letting them know the basic language expressions
- 3) To acquaint learners the fundamentals of speaking such as vocabulary, body language and pronunciation

Expected outcome of the paper:

- 1) At the end of the course the students will be able to communicate in English by using effective conversation skills.
- 2) At the end of the course students will use the learnt language expressions in their day-to-day communication.

Syllabus:

Unit I: Basic Conversational Skills

- a) Greetings and making introductions
- b) Asking for information and giving instructions
- c) Making requests
- d) Agreeing and disagreeing

Unit II: Nonverbal Communication

- a) Encoding Meaning Using Nonverbal Symbols
- b) How to Improve Body Language
- c) Facial Expression, Dress and Appearance
- d) Posture and Movement, Gesture, Paralanguage

Unit III: Voice and Delivery

- a) Voice and Body Language
- b) How to Improve Voice
- c) How to Improve Delivery
- d) Pace, Pause, Pitch
- e) Volume, Modulation, Resonance

Unit IV: Using English in Real Life Situations

- a) At the Bank/Post office/ College office
- b) At the Police Station
- c) At the Railway Station
- d) At the Air Port
- e) At the Library

Unit V: Appearing in Interviews and taking Interviews

- 1) Interviewing Skills
- b) Appearing in an Interview
- c) Analysis of good interview
- d) Analysis of a bad interview

Reference books:

- R.K. Bansal & J.B. Harrison. *Spoken English for India*. Pub. Orient Longman, Mumbai
- R.K. Bansal & CiveBrsneet. *An English Phonetic Reader*. Pub. Orient Longman, Mumbai.
- J.D.O. Connor. *Better English Pronunciation*. Universal Book Pub., New Delhi.
- V. Sasikumar & P. V. Dhamija. *Spoken English*. Tata Mc Grow Hill, New Delhi
- Michael McCarthy, Felicity O'Dell. *English vocabulary in Use*. Cambridge.
- Merriam-Webster's Vocabulary Builder
- Wren and Martin. *High schools English Grammar and Composition*. Ed. Rao N. D., V. Prasada Rao.

Paper No: IV – Practical English

Objectives of the Paper:

1. To give students the knowledge of practical English.
2. To give students knowledge of formal and informal English.
3. To train students to use English for day-to-day communication.
4. To learn the essentials of presentation skills, elocution, debate, interviews, group discussion, corporate business communication

Outcomes of the Course:

At the end of the course, the students will -

1. Be able to speak effectively for a variety of professional, business, and social settings.
2. Be skilled in the practical usage of English

Syllabus:

Unit I: Dialogues

1. What is a dialogue?
2. Dialogue Skills & its Need
3. Feedback Skills

Unit II: Interviews

1. Its Purpose & Types: promotion, appraisal, exit, problem, stress & employment/ selection interview
2. Techniques of Interview: candidate's preparation, interviewer's role and preparation.

Unit III: Group Discussions

1. The Meaning of GD & Language of GD
2. Types of the Topics in GD
3. Preparing for GD

Unit IV: Practical Skills of Conversation

1. Everyday Communication
2. How to agree and disagree
3. Giving and responding to opinions
4. Making suggestions and negotiations

Unit V: Telephonic Conversation

1. Telephonic Conversation in Business communication
2. Video conferencing
3. Audio conferencing

Reference Books:

- Paradeshi, P.C. *Communication Skills*. Himalaya Publishing House, 2003.
- Rai, Urmila, and S.M.Rai. *Business Communication*. Himalaya Publishing House, 2003.
- Rajendra, Pal, and S.M.Rai. *Essentials of Business Communication*. Himalaya Publishing House, 2003..
- Thomason and Martinet. *A Practical English Grammar*. Oxford University Press, 1986.
- Thomason and Martinet. *A Practical English Grammar*. Oxford University Press, 1986.
- Wood, Frederic T.A. *Remedial English Grammar for Foreign Students*.1965.