

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2022-23)

Name of the Department	: ENGLISH
Name of the certificate course	: COMMUNICATIVE SKILLS IN ENGLISH
Course Objectives	: IMPART BASIC LSRW SKILLS IN ENGLISH EQUIP STUDENTS WITH BASIC SOFT SKILLS
Course Outcome	: FAMILIARIZATION OF BASIC GRAMMAR SKILLS PRACTICAL LANGUAGE APPLICATION UNDERSTANDING MAJOR LANGUAGE NUANCES
Syllabus	: MODULE 1: BASIC GRAMMAR (5 Hours) TENSE, PREPOSITIONS, ARTICLES, SYNONYMS, ANTONYMS MODULE 2: ESSENTIAL VOCABULARY (5 Hours) PROPER USAGE OF WORDS, USING DICTIONARY, JUMBLED WORDS IN SENTENCES MODULE 3: WRITING SKILLS (15 Hours) LETTER WRITING, RESUME, READING COMPREHENSION, ESSAY WRITING MODULE 4: PHONETICS (10 Hours) ORGANS OF SPEECH, VOWELS AND CONSONANTS, STRESS, INTONATION, RHYTHM MODULE 5: SPEAKING SKILLS (5 Hours) INTERVIEWS, GROUP DISCUSSIONS, DEBATES
Course Duration	: 30 Hours (5 hours/week)
Course Evaluation	: Examination and Viva-voce
No. of practical sessions	: 15

PRIMARY READINGS:

Swan, Michael. *Practical English Usage*. Oxford University Press. 2005.

Gleason, H. A. *Linguistics and English Grammar*. Rinehart & Winston, Inc. 1965.

Quirk, Randolph. *The Use of English*. Longman, 1968.