

**Admissions are Open for Certificate Course in Communication Skills in  
English  
Department of English  
2019-20**

- I. Name of the Course:- “ Communication Skills in English”
- II. Code of the Course:- CSE
- III. Course Coordinator:- Prof. V. P. Shekokar
- IV. Course Objectives :-
  - a. The course is aimed at making the students better articulate in English thereby increasing their comprehension level and self confidence.
  - b. Recognize the present/past/future tenses in contextualized speech.
  - c. Use of basic vocabulary such as days of the week, months of the year and dates (ordinals), as well as vocabulary for performing basic tasks such as shopping, riding the bus, going to a doctor, and eating in a restaurant.
  - d. Students will be able to recognize and understand the meaning of targeted grammatical structures in written form
  
- V. Course Content :-

**Theory  
Unit – 1**

**Nature and scope of Communication**

- (A) Modes of Communication
  - i) Verbal Communication
  - ii) Non-Verbal Communication (Body Language)
- (B) Principles of Effective Communication
  - i) Definition
  - ii) Developing Effective messages
  - iii) Barriers to Communication

**Unit – II**

**PHONETICS**

- A) Introduction to phonetics and phonology
- B) Organs of speech
  - a) Respiratory system
  - b) Phonatory system

- c) Articulatory System
- C) International Phonetic Alphabet (I.P.A.)
- D) Sound Patterns in English
  - a) Consonants
  - b) Vowels
  - c) Diphthongs (Vowel Glides)
- E) Word – transcription

### **Unit – III**

#### **Vocabulary and Usage**

- i) Synonyms
- ii) Antonyms
- iii) Prefixes and suffixes
- iv) One word substitution
- v) Words often confused

### **Unit – IV**

#### **Sentence Structure**

- i) Tenses
- ii) Basic Sentences and their types
  - a) Declarative
  - b) Interrogative
  - c) Imperative
  - d) Exclamatory
  - e) Assertive
- iii) Active –Passive Voice
- iv) Reported Speech

### **PRACTICALS**

#### **Topics prescribed for practicals**

- a) Self – introduction
- b) Greetings and Salutations
- c) Seeking information
- d) Seeking permission
- e) Advice and Suggestions
- f) Offers and Invitations
- g) Requests and Instructions
- h) Complaints and Apologies
- i) Wishes and Regrets
- j) Picture – reading
- k) Using a dictionary

Scheme of Examinations for Certificate/Diploma/Advanced Diploma course/s

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Sr.No.	Course	Theory/Practical	Duration In Hrs.	Max Marks	Min. pass Marks
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1	Certificate Course	Theory Paper	3	100	40
		Practical	3 to 6	50	20
		Filed work/Project/ Training Report		50	20
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		Total		200	80

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Each course shall have following scheme of teaching.

Theory	150 hours	10 Credits
Practicals	150 hours	10 Credits
Project/Field Work	150 hours	10 Credits

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Total	450 hours	30 Credits
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Practical records shall consists of independent and original writings on topics such assports and cultural activities, debates and discussions, current social and political affairs, interviews etc.

Project: The project work shall be based on the above syllabus.

**Head  
Department of English**