



BANKURA UNIVERSITY

(State Aided University establishd under West Bengal ActXIX of 2013-Bankura University Act, 2013)

Bankura Block II,P.O- Purandarpur, Dist- Bankura, PIN-722155,West Bengal

CERTIFICATE COURSE ON COMMUNICATIVE ENGLISH AND PERSONALITY DEVELOPMENT

Course Overview:

Course Type	➤ Certificate Course
Duration of the Course	➤ 6 months
Course Sponsorship	➤ Self-financed
Eligibility	<ul style="list-style-type: none"> ➤ Pass marks in Higher Secondary or equivalent examination. ➤ Students passing out of vocational stream are also eligible for admission
Admission Procedure	➤ Based on merit followed by personal interview
Training Curriculum	<ul style="list-style-type: none"> ➤ Listening Skills ➤ Speaking Skills ➤ Reading Skills ➤ Writing Skills ➤ Soft Skills
Course Outcome	<ul style="list-style-type: none"> ➤ Develop communicative competency in English ➤ Demonstrate conceptual understanding of English language structures through application in reading, writing, speaking and listening activities. ➤ Train and prepare for employment in corporate, media, English language teaching and content writing sectors ➤ Exposure to opportunities , challenges and roles in job market

Total Marks	100
Mode of Assessment	<ul style="list-style-type: none"> ➤ Theoretical (50% weightage) ➤ Practical (50% weightage)

SYLLABUS

OVERALL COURSE STRUCTURE:

Module	Component	Weightage	Classes Required (1 Class= 1 Hour)
I	Basic English Grammar	10	5 Hours
II	Vocabulary	10	5 Hours
III	Communicative English (conversation/ speaking skills)	30	15 Hours
IV	Applied English	20	10 Hours
V	Personality Development (Soft Skills)	30	15 Hours

DETAILED COURSE CONTENT:

Module I: Basic English Grammar

Objectives:

- a. To acquaint learner with the basic concepts of English Grammar
- b. To take remedial steps to correct the errors that enter the Learner's Language system while learning English as a foreign language.
- c. To make aware of the peculiarities of English language

Topics:

- a) Parts of speech
- b) Articles
- c) Subject-Verb Agreement
- d) Types of sentences
- e) Tense
- f) Voice change
- g) Direct and Indirect Speech

Practical test will include :

- a. Definition of terms such as noun, pronoun, verb etc.
- b. Spotting of errors in grammatical usages.
- c. Formation of grammatically accurate sentences.

Suggested Reading:

- a. Oxford English Grammar- Oxford University Press
- b. Macmillan Book of English Grammar- Orient Blackswan
- c. High School English Grammar & Composition-S.Chand Company

Module II: Vocabulary**Objectives:**

- a. To acquaint learners with the modern English Usage of words
- b. To enrich one's stock of words and phrases

Topics:

- a) Synonyms and antonyms
- b) Phrasal verbs
- c) One word Substitution
- d) Idioms and proverbs

Practical test will include :

- ✓ All the topics enlisted above.

Suggested Reading:

- a. Book of English Usage- Fowles
- b. Living English Structure- W.S Allen
- c. English Grammar Composition-PKD Sarkar

Module III: Communicative English (conversation/ speaking skills)**Objectives:**

- a. To improve communicative competence of the students
- b. To enable the students to converse in their life situations
- c. To train the students to use English for the practical purposes

Topics:**A. Patterns**

1. Greetings
2. Introducing
3. Invitation
4. Making request
5. Expressing Gratitude
6. Complimenting and Congratulating
7. Expressing Sympathy
8. Apologizing
9. Asking for Information
10. Seeking Permission
11. Complaining and Expressing Regret

B. Using English in Real Life Situation

1. At the bank/Post Office/College
2. At the Green Grocer
3. At the temple
4. At the college Canteen or Restaurant

5. At the Police Station
6. At the Railway Station/Bus Station
7. At the Medical shop
8. At the library
9. Booking a room in a hotel
10. At the travel Agency
11. Interviews
12. Debates
13. Group Discussions
14. Presentations
15. Drills and Role playing

Practical test will include :

- ✓ All the topics in Part B that uses English in real practical life situations

Suggested Reading:

- a. English for Practical Purpose-Z.N Patil, Macmillan Ind Ltd.
- b. Spoken English for You-G. Radhakrishna Pillai & K Rajeevan ,CIEFL. Emerald publication
- c. Success With Spoken English for Undergraduates.- Dr. Saraswati ,Commonwealth University Books
- d. Interface: Communicative English and Language skills - Deb Narayan Bandyopadhyay

Module IV: Applied English

Objectives:

- a. To enable the students to write English in a clear and concise manner
- b. To acquaint the students with various writing styles
- c. To train the students to use english for the practical purposes

Topics:

- a) Letters and Applications
- b) CV
- c) Making notes
- d) Report writing/ Documenting
- e) Creative writing
- f) Book/ Film reviews

Practical test will include :

- a. Written exercises on the above topics
- b. Practicing content writing

Suggested Reading:

- a. Beginners' Applied English Grammar and Composition- P.C Das
- b. Creative Writing: A Beginner's Manual- Anjana Neira Dev, Pearson
- c. The Cambridge Companion to Creative Writing. ed David Morley
- d. Writing for the Workplace- Janet Mizrahi, Business Expert Press
- e. Business Communication- Madhukant Jha

Module V: Personality Development (Soft Skills)**Objectives:**

- a. To enable the students to develop leadership and management skills
- b. To equip the students with requisite soft skills for corporate offices
- c. To train the students to adapt to practical working conditions in offices and job markets.

Topics:

- a) Leadership and team work management
- b) Adaptability
- c) Emotional Intelligence
- d) Problem Solving skills
- e) Time management and stress management

Practical test will include:

- a. Group activities involving soft skills in practical situations
- b. Mock drills and exercises in problem solving
- c. Managerial skills

Suggested Reading:

- a. English and Soft Skills-S.P Dhanavel, Orient Blackswan
- b. Soft Skills: Personality Development for Life Success-Prashant Sharma
- c. Personality Development and Soft Skills- Barun K. Mitra
