

**Pravara Rural Education Society's**

**Arts, Commerce, Science and Computer Science College,  
Ashvi (Kd).**

**DEPARTMENT OF ENGLISH**

# **Certificate Course in Conversational English**

### **Brief Note:**

English is an international language in the world. So it is important to learn this language because if we want to communicate with other countries people we have to use English language for communication. By mastering in English people will able to learn more knowledge and gather more information because most of the sources of knowledge is available in English Language. Considering the importance of English communication the department of English has started a three months certificate course in Conversational English from 2015-16.

### **Course Objectives:**

1. To build up the learners' confidence in oral and interpersonal communication by reinforcing the basics of pronunciation.
2. To enhance the learners' communication skills by giving adequate exposure in reading, writing, listening and speaking skills and the related sub-skills.
3. To develop ability to communicate effectively with the help of electronic media.
4. To help the learners to recognize and operate in various styles and registers in English.
5. To use the language in specific situations.

### **Course Outcomes:**

1. Build students confidence in oral and interpersonal communication.
2. Enhanced student's communication skills and improved their basic skills of language.
3. Develop ability to communicate effectively with the help of electronic media.
4. Recognized various styles and registers in English.
5. Start using language in specific situation.

**Period:** 30 lectures

**Marks:** 50 Theory (30) + Oral (20)

**Unit 1: Basic Language Skills: Grammar Usage and Vocabulary Building**      **09 lectures**

Parts of Speech, Articles, Synonyms, Antonyms, Tense, Question Tag, Direct and Indirect Speech etc.

**Unit 2: Phonology and Stress Marking**      **06 lectures**

This will involve training in sounds and correct pronunciation

**Unit 3: Theory of Communication**      **05 lectures**

- **Concept of Communication-** Meaning, Definition, Process, Feedback
- **Channels of Communication-** Formal and Informal: Vertical, Horizontal, Diagonal, and Grapevine
- **Objectives of Communication-** Information, Advice, Order and Instruction, Persuasion, Motivation, Education, etc.
- **Methods and Modes of Communication** – Verbal and Nonverbal
- **Problems in Communication/ Barriers to Communication-** Physical/Semantic/Language / Socio-Cultural Barriers.

**Unit4: Conversational Skills and Group Communication**      **10 lectures**

- Manners and etiquettes
- Introducing Yourself and Others
- Greetings and Response to Greetings
- Joining and Leaving a Conversation
- Expressing Thanks, compliments, Apology and Regret
- Inviting, Accepting and Declining Invitations
- Asking, Giving and Refusing Permission
- Asking for Information
- Agreeing, Partly Agreeing and Disagreeing
- Request, Advice and Suggestion

## Scheme of Examination

The performance of the learners shall be evaluated into two components. The learner's Performance shall be assessed by Internal Assessment with 50 marks in the first component and conducting the Course End Examination with 50 marks in the second component. The allocation of marks for the Internal Assessment and Semester End Examinations areas shown below:-

### a) Internal Assessment– 50 Marks

Sr. No.	Particulars	Marks
1.	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities.	10
2.	Presentation/ Seminar	20
3.	Dialogue	20

### b) Course End Examination – 50 Marks

Question 1:	Short Notes (3 out of 5)	15
Question 2:	Essay Type / Detailed Answer Questions (2 out of 3)	15
Question 3:	Oral Exam	20

### References:

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