

**MAHARANI LAKSHMI AMMANNI COLLEGE FOR WOMEN
(AUTONOMOUS)**

Affiliated to Bengaluru City University (BCU)

**COURSE PATTERN,
SYLLABUS
AND
SCHEME OF EXAMINATION
VALUE ADDED COURSE**

Academic Year 2022-2023 onwards

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE
COMMUNICATIVE ENGLISH
COURSE FRAMEWORK

Paper No.	Title of the paper	Type of paper	Hours week	Duration Exam	Theory	Practic	Total marks	Credits
	COMMUNICATI ENGLISH	VALUE ADDED COURSE - CERTIFICATE						
	COMMUNICATI ENGLISH	VALUE ADDED COURSE - DIPLOMA						
	COMMUNICATI ENGLISH	VALUE ADDED COURSE - ADVANCED DIPLOMA						

VALUE ADDED COURSE

**CERTIFICATE COURSE
COMMUNICATIVE ENGLISH - LEVEL-1**

Total number of hours: 160

Theory: 100

Practical Training: 60

Objectives

- To develop an understanding of the importance of communication in daily as well as professional life.
- To overcome the barriers of listening skills as units focuses on verbal mannerisms and physical inabilities and active listening.
- To build fluency in speaking through enhancing pronunciation, word stress and intonation.

Chapter 1

02 hours

Introduction

What is communication?

What is effective communication?

The importance of communication.

Barriers in communication?

How to achieve good communication skills.

Chapter 2

Introduction to Listening

05 hours

Importance of listening as a skill.

Barriers to Listening- Physical and mental

Focused Listening

Listening to casual conversation, announcements, speeches by native and Indian

Speakers in english.

Chapter 3

Speaking

05 hours

Importance of speaking as a skill

Criteria of effective speaking.

Chapter 4

20 hours

a. Pronunciation

- Individual sounds
- Minimal Pairs
- Stress- word and sentence stress

- Rhythm and intonation patterns

b. Accuracy and appropriacy

- Correct use of structure and vocabulary
- Effective use of complex structures
- Appropriate choice of language style

c. Fluency:

- Naturalness of rhythm and speed
- Coherence in conveying message

Chapter 5

20 hours

Reading

Importance of reading as a skill

Understanding short, real world messages/notices

Detailed Comprehension of factual material: skimming and scanning, predicting and guessing

Reading newspaper journal and magazines

Reading and interpreting advertisements.

Chapter 6

10 hours

Writing

Importance of writing as a skills

Features of writing: Grammatical Accuracy, Lexical range and context response

Basic Grammar: Prepositions, articles, adverbs, types of nouns, phrasal verbs,

Sentence types

Cohesion and coherence: use of linkers and connectives

Chapter 7

10 hours

Note taking

Letter writing: Business and personal letters

Essay Writing

Integrated Skills:

06 hours

Listening phone calls and interviews

Reading Articles-speaking on related issues

Reading visuals-interpreting

LSRW related to themes-listening to general/social work related issues, reading articles, group discussions and writing.

Practical Sessions

60 hours

Language Laboratory

Guest Lectures and workshop

Audio Visual Resources

Certificate Level

PART A

COMPREHENSION AND COMPOSITION

Read the poem/passage below and answer the questions that follow:	10
Write an article on any one of the following	05
Email writing	05
Notice Writing	10

PART B

GRAMMAR

Tenses	06
Punctuation	04
Verb Form	04
Quantifiers	04
Articles	03
Conjunctions	03
Preposition	03
Degrees of comparison	03

PART C

VOCABULARY

Homonym/Homophone	04
Synonyms/Antonyms	02
One Word Substitution	02
Proverbs	02

**VALUE ADDED COURSE
BASIC DIPLOMA COURSE
COMMUNICATIVE ENGLISH- LEVEL-2**

Total number of hours: 160

Theory: 100

Practical Training: 60

Objectives

- To understand the elements of English Phonetics.
- To respond to and produce common patterns of stress and intonation.
- To speak English confidently in familiar situations.
- To use grammatical structures in familiar contexts.
- To make notes from books, journals, articles and newspapers.
- To write simple letters for both personal and official purposes.
- To improve their study skills and become independent learners.

Chapter 1

10 hours

Listening

Casual Listening: Listening to announcements and summarizing

Focused Listening

Listening to announcements for specific information

Listening to interviews for specific information

Listening to speeches for specific attitudes through intonation patterns

Listening to dialogues/conversations for specific speech functions

Chapter 2

20 hours

Speaking

a. Pronunciation

- Vowels
- Diphthongs
- Triphthongs
- Stress- word and sentence stress
- Rhythm and intonation patterns

b. Accuracy and appropriacy

- Correct use of structure and vocabulary
- Effective use of complex structures
- Appropriate choice of language style

c. Fluency:

- Naturalness of rhythm and speed
- Coherence in conveying message

Chapter 4

20 hours

Interaction

Class interaction, facing interview, impromptu, presenting a paper

Personal

Talking about: yourself, one's interests, one's daily routine, movie watched recently, trip made recently.

Business

Attending interview

Introducing oneself to colleagues.

Chapter 3

20 hours

Reading

Interpreting advertisements

Interpreting product information

Reading for general/specific information

Sensitivity to reading skills

Chapter 4

25 hours

Writing

Grammar: Modal verbs, Conjunctions, Active and Passive, message conveyed and distorted

Personal Writing: Informal letters and Blogging, essays on oneself

Business writing:

Introduction to professional and organisational writing

- Style
- Lexis
- Pragmatics
- Context
- Audience

Role of media in communication

- Nature of media
- Type of media
- Media texts and their appeal

Memorandum

Letters: Job application, CV, Letters of complaining and sales

Integrated Skills:

05 hours

Listening phone calls and interviews

Reading Articles-speaking on related issues
Reading visuals-interpreting
LSRW related to themes-listening to general/social work related issues, reading articles, group discussions and writing.

Practical Sessions

60 hours

Language Laboratory
Guest Lectures and workshop
Audio Visual Resources

**Question Paper Pattern
BASIC DIPLOMA COURSE**

PART A

Read the poem/passage and answer the question that follows:	10
E-Mail Writing	05
Article Writing	10
Job Application	10

PART B

Dialogue Writing	05
Articles	04
Preposition	04
Active Passive	04
Determiners	04
Conjunction	02
Verb Forms	02

PART C

Homophones/Homonyms	04
One Word Substitution	04
Fill In the blanks with the correct option:	02

**VALUE ADDED COURSE
ADVANCED DIPLOMA COURSE
COMMUNICATIVE ENGLISH- LEVEL-3**

Total number of hours: 160

Theory: 100

Practical Training: 60

Objectives

- To demonstrate a wide range of languages.
- To develop the skill of 'longturn' taking.
- To build up a range of discourse features to make their speech both coherent and cohesive
- To listen to others and be ready to ask relevant questions
- To negotiate ideas and opinions skillfully.
- To read business related texts both for global and specific meaning
- To write technical reports and proposal

Chapter 1 **02 hours**

Introduction

Recap of previous course

Chapter 2 **05 hours**

Listening

Casual Listening: Listening to job profiles, product details business talks conferences

Focussed listening: Listening to business related talks, interviews, speech and conversations

Chapter 2 **15 hours**

Speaking

a. Pronunciation

- Vowels
- Diphthongs
- Triphthongs
- Stress- word and sentence stress
- Rhythm and intonation patterns

b. Accuracy and appropriacy

- Correct use of structure and vocabulary
- Effective use of complex structures
- Appropriate choice of language style

c. Fluency:

- Naturalness of rhythm and speed
- Coherence in conveying message

Chapter 4

25 hours

Interaction

Talking about: One's job, one's business travels, one's work routine, market strategy, a business trip,

Giving details about department and work profile

Group discussion related to work

Making presentations related to business

Chapter 3

15 hours

Reading

Interpreting advertisements

Interpreting product information

Reading journals, articles and editorial

Understanding business writing

Chapter 4

25 hours

Writing

Grammar: Error in the use of adjectives, adverbial and conjunctions

- Error identification
- Subject Verb Agreement
- Reported speech
- Resolving problems in business writing

Business Writing:

- E-Mail
- Business reports
- Proposals

Integrated Skills:

05 hours

Listening phone calls and interviews

Reading Articles-speaking on related issues

Reading visuals-interpreting

LSRW related to themes-listening to general/social work related issues, reading articles, group discussions and writing.

Practical Sessions

60 hours

Language Laboratory

Guest Lectures and workshop

Audio Visual Resources

Question Paper Pattern
ADVANCED DIPLOMA COURSE

SECTION A

Report Writing	10
Writing Business Proposals	10
Cover Letter and CV	20
Email Writing	10

SECTION B

Active Passive	02
Error identification	08

SECTION C

Give Meaning of Foreign Words:	02
Suffixes	02
Homophones/homonyms	02
Adverbs	02
Idioms	02