

SYLLABUS FOR
1 YEAR
CERTIFICATE
LEVEL COURSE
ON
COMMUNICATIVE
ENGLISH

From the principal
RIBANM's I grade college
Bengaluru - 560042

SCHEDULE AND DURATION

Total number of hours: 160 hours
(theory 100 and practical training 60 hours)

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Chapter - I

Introduction

What is communication. 2 hours
What is effective communication.
The importance of communication
What is distortion in communication.
How does this happen.
How to achieve good communication skills.
Introduction to Language skills.
Listening, Speaking, Reading and Writing.

Chapter – II

Introduction to Listening

05 hours

Importance of listening as a skill

Barriers to listening

Physical and mental - lack of concentration, verbal mannerisms, physical inability

Focused listening

Listening to casual conversations,

Announcements,

Speeches both by native and Indian speakers of English

Chapter – III

Speaking

05 hours

Importance of speaking as a skill

Criteria of effective speaking

Fluency and coherence

Lexical range

Grammatical accuracy

Pronunciation

Chapter – IV

a. Pronunciation

20 hours

Individual sounds

Minimal pairs

Stress - word stress and sentence stress

Rhythm and intonation patterns

b. Accuracy and appropriacy:

correct use of structures and vocabulary
effective use of complex structures
appropriate choice of language style

c. Fluency:

naturalness of rhythm and speed
coherence in conveying message

Chapter – V

Interaction

22 hours

Greeting people and responding to greetings
Introducing oneself and other people
Asking for and giving personal details (name, qualification, occupation, etc.)
Asking for and giving permission
Confirming or changing plans
Making, accepting and rejecting suggestions or recommendations
Justifying decisions and past actions
Discussing interests and leisure activities
Thanking and expressing appreciation
Welcoming a visitor to home/college
Talking about own region/country
Telephoning
Group discussions/meetings focused on negotiation skills
Extempore/impromptu

Chapter – VI

Reading

20 hours

Importance of reading as a skill
Understanding short, real world messages/notices
Detailed comprehension of factual material; skimming and scanning, predicting and guessing skills
- Reading newspapers, journals and magazines
- Reading and interpreting advertisements
(Reference skills – use of dictionary)

Chapter VII

Writing

10 hours

Importance of Writing as a skill

Features of Writing

- Grammatical accuracy
- Lexical range
- Context response

Remedial grammar

Basic grammatical elements in communication

-identify errors in sentences and correct them, use of prepositions, articles, adverbs, countable and uncountables, and phrasal verbs, subject-verb agreement –

-sentence types – affirmative, negative, interrogative, exclamatory, assertive, simple, compound

and complex-

cohesion and coherence – use of linkers and connectives

Chapter – VIII

10 hours

Note-making Letter writing

personal letters
business letters

essay writing

guided writing
free writing

Integrated skills:

6 hours

Listening (Phone calls/interviews) and note-taking
Reading articles – speaking on related issues
Reading visuals – interpreting
LSRW related to themes - listening to general/social work related issues, reading related articles, group discussion and writing

Practical Sessions

60 hours

Language Laboratory
Visit to the British Library, RIE, and other important business centers
Guest lectures
Audio visual resources, simulations, conferences, workshops

Approved
K. Venkatesh
29/7/05

**Director,
Canara Bank
School of Management Studies
Bangalore University,
BANGALORE-560 001.**

PRACTICALS

Module 1 – Listening Skills

- ❖ Listening and watching casual conversations through visual aids.
- ❖ Understanding body language
- ❖ Speeches of famous leaders
- ❖ Short film shows.

Module 2 - Speaking Skills

Participation and interaction in following situations:

- ❖ Greeting people (SOCIAL ETIQUETTES)
- ❖ Asking and giving directions
- ❖ Leisure and routine activities
- ❖ Travel reservations
- ❖ Telephone skills
- ❖ Extempore

Module 3 – Reading Skills

- ❖ Articles and newspaper Reading

Module 4 – Writing Skills

- ❖ Elements of grammar
- ❖ Letter - writing
- ❖ Paragraph writing
- ❖ Essay Writing
- ❖ Vocabulary – What's the Right Word?

Objectives

The primary focus is to help participants to **communicate** and **express themselves better** in English, and give them an edge over others in securing good placements. Listening, Writing, and Reading skills of the students will be developed to reinforce the interpersonal communicative ability

The Diploma Course on Communicative English is based on the Interchange approach – a comprehensive, well-organized and stepwise **interactive** learning process

Objectives

The overall objective is development of English communication skills of the participants in the areas of Speaking, Listening, Reading and Writing.

At the end of this course the students shall be able to

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

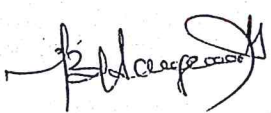
The course shall focus on the four language skills of listening, speaking, reading and writing.

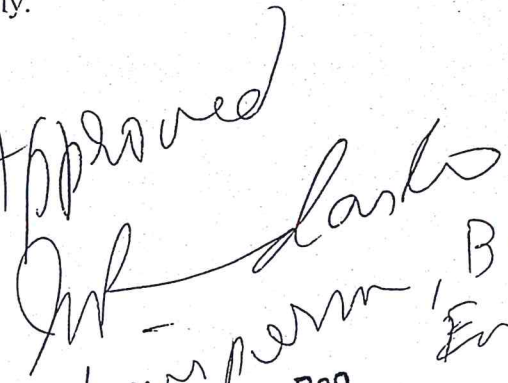
Participants:

The course is targeted to students of RBANM's First Grade College, who have successfully completed the Certificate course.

Certification:

All the successful participants will be rewarded with a Diploma. The Diploma will be awarded through a formal recognition ceremony.


Dr. B. C. SANJEEVAIAH
 Dean, Faculty of Commerce
 & Management
 Bangalore University,
 Bangalore - 560 001

Approved

 Chairman, BOSCEG
 English
 U. Ramdas Rao
 Chairperson
 Department of English
 BANGALORE UNIVERSITY
 BANGALORE-560 056

SCHEDULE AND DURATION

Total duration of this course is **160 hours** (around 52 weeks). Sessions of two hours will be conducted four days a week between 3 and 5 pm with a break of 10 minutes.

Total number of hours: 160 hours
(theory 100 and practical training 60 hours)

At the end of this course the students shall be able to:

- understand both Educated Indian English and Native English, and distinguish between the two
- communicate comfortably in everyday/business contexts
- develop turns in conversation without hesitations
- produce good speech sounds causing no difficulty in communication
- use grammar and vocabulary accurately and appropriately
- describe and interpret graphs, pie charts and bar diagrams
 - write personal and business letters
 - make notes from lectures and books

listening:

interpreting speakers' feelings, opinions and attitudes

speaking:

a. discourse

importance of coherence in conveying message

use of cohesive devices for effective communication

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- ❖ Elements of grammar
- ❖ Letter - writing
- ❖ Paragraph writing
- ❖ Essay Writing
- ❖ Vocabulary – What's the Right Word?