

North Maharashtra University, Jalgaon

Ordinance 181

College Name : PSGVPM'S SHRI S. I. PATIL ARTS, G. B. PATEL
SCIENCE & STKVS COMMERCE COLLEGE, SHAHADA, DIST. NANDURBAR

Title of the Course : Certificate Course in Communicative English (from
2021-22)

Aim /Objective of the Course: Mentioned in the syllabus

Duration of Course : 1 Year

Fees Structure : 300

Course Structure

- 1) Paper-I Language and Communication Skills
- 2) Paper-II Advanced Grammar and Writing Skills
- 3) Paper-III Practical Course Related to Paper I and III

Eligibility for admission : 12th Pass

Skelton of Course

Sr .N o	Paper	Name of the Subject	Theory/ Viva	Teach ing Hours	Maximum Marks allotted			Passing			Cre dit
					Ext erna l	Inte rnal	Tota l	Exte rnal	Inte rnal	Tot al	
1	Paper I	Language and Communication Skills	Theory/ Viva	90	60	40	100	24	16	40	6
2	Paper II	Advanced Grammar and Writing Skills	Theory/ Viva	90	60	40	100	24	16	40	6
3	Paper III	Practical Course	Practical	120	60	40	100	24	16	40	8

Minimum Staff :- Three Faculties of the Department of English,

Mode of Examination :- Written Examination and Oral Examination & Theory

Detail of Syllabus :- Enclosed herewith

PSGVPM'S SHRI S. I. PATIL ARTS, G. B. PATEL SCIENCE & STKVS
COMMERCE COLLEGE, SHAHADA, DIST. NANDURBAR

Department of English
Syllabus for
Certificate Course in Communicative English

Paper I English Language and Communication Skills

Objectives of the Course

- To acquaint the students with the properties and functions of language
- To enhance the learner's communication skills by giving adequate exposure in LSRW skills and the related sub-skills
- To enable students to use language with ease and confidence in different situations

Section-A:

English Language - Nature of Language

Language and communication

What is Language?

Properties of Language

Function of Language

The Importance of English

English as the First or Second language

English as link language

English as a Library Language

Section-B:

English Language: Reading Skill

Characteristic Features of Efficient Reading Skill

Communication: Meaning, Nature, Importance and Purpose of Communication,

Process of Communication

Types of Communication

Verbal and Non-Verbal Communication,

Barriers of Communication

Essentials of Good Communication

Strategies for Effective Communication

Section-C:

English Language: Listening Skill

Barriers to Listening and their Removal: towards listening with comprehension
The Process of Listening

Types of Listening

Barriers to Listening

Benefits of Effective Listening

Section-D:

British Phonetics:

- a. Speech organs and speech mechanism
- b. English Vowels
- c. English Consonants
- d. Articulation of sources
 - i. Place of Articulation
 - ii. Manner of Articulation
 - iii. Stress and Time

Language: Speaking Skill

Presentation Skills

Interviews Skills

Public Speaking

Group Discussion

Situational Dialogues

Suggested Readings

Bansal, R.K. and J.B. Harrison. Spoken English, Orient Language

Prasad, P. Communication Skills, S.K. Kataria & Sons.

Pradhan N. S.: (2009) Business Communication, Himalaya Publishing House.

Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.

V. Syamala: (2002) Effective Communication for You, Emerald Publishers.

Yule, G. *The Study of Language*. Cambridge: Cambridge University Press, 1995

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Paper-II Advanced English Grammar and Writing Skills

Objectives of the Course

- To acquaint the students with advanced English grammatical forms and functions
- To impart them better writing skills and to teach them the dynamics of effective writing
- To inculcate students competence in academic, commercial and professional writing

Unit I: Study of Advanced Grammar I

What is Grammar? And Importance of Grammar in English Learning

Types of Grammar Prescriptive, descriptive and Functional grammar

Word Classes in English: Open Class and Close class

Unit II: Study of Advanced Grammar II

What is Sentence? Parts of Sentence: Subject and Predicate

Elements of Sentence: Subject, Verb, Object, Complement and Adverbial

Types of Sentence: Simple, compound and complex sentences

Clauses and Its Types: Independent and dependent clauses

Use of Vocabulary: Synonyms, antonyms, homonyms, homophones, one word substitutes

Unit III: Effective Writing Skills I

Importance

Elements of Effective Writing

Personal Correspondence: Family Letters

Business Correspondence: Application Letter, Enquiry Letter, Complaint Letter,

Resume writing

Unit IV: Effective Writing Skills II

Drafting E-mail

Report Writing

Paragraph Writing

Dialogue Writing

Suggested Readings

Deeptha Achar, Rajan Barrett: (2012) Basics of Academic English. Orient

Blackswan.Green, David 1971 Contemporary English Grammar, Structures and

Composition Macmillan

Leech, Geoffrey & 1973 A Communicative Grammar of English Jan Svartvik Essex

: Longman

Leggett, Glenn et al 1981 Essentials of Grammar and composition New Delhi :

Prentice-Hall of India.

Krishnaswamy N (1975) Modern English Grammar. MacMillan India Ltd.

Martin Hewings: Advanced English Grammar, Cambridge University Press.

McCarthy, Michael. English Vocabulary in Use, Cambridge University Press.

Prasad, P. The Functional Aspects of Communication Skills, Delhi.

Prof. Ramappa, K. Essential English Grammar, Usage and Composition Agra : M I

Publications

Quirk, Randolph and Greenbaum. *A University Grammar of English*. London:

Longman, 1973/2000.

Rajinder Pal and Prem Lata. English Grammar and Composition, Sultan Chand
Publication

Raghu Palet: (2001) Effective Business Writing, Bombay India Book Distributors
Ltd

R. K. Bansal and J. B. Harrison: (1972) Spoken English for India, Orient Longman.
Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.

Sardana, Kamala: A Fresh Look at Errors in English, Classical Publishing
Company.

Wardhaugh, Ronald 2003 Understanding English Grammar Oxford : Blackwell

Lyons-Liz Hamp, Heasley Ben: (2009) Study Writing: A Course in Writing Skills
for Academic Purposes, Cambridge University Press, U.K.

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Paper III: Practical Course

This Practical Course Paper is related to the Paper I and Paper II. The focus will be on extensive drilling and practice. A Journal covering the topics the Paper I and Paper II will be maintained (Containing Six Practical). Vivo voce will be arranged in this course at the end