

Maharashtra Shikshan Samiti,
Maharashtra Mahavidyalaya, Nilanga

Academic Year 2022-23

Department of English

Add On / Certificate Course Syllabus

Title : Certificate Course in English Language Competence

Duration : 35 Hrs.

Marks : 50

• **Course Objectives :**

1. To expose learners to a variety of sub-skills in order to hone their skills as required in the present job market.
2. To expose learners to a variety of self-instructional learner friendly modes of communication for improving their employability.
3. To develop grammar proficiency in the students in order to make them possess linguistic proficiency.
4. To develop English written communication of the learners to equip them with important business communication skills.
5. To provide learners the required practice in using linguistic skills in order to make them employable in any job.

• **Course Outcomes :**

1. The learners will be able to fulfil with ease and accuracy the basic oral communicational requirements in the present job market.
2. The learners will be able to identify and correct the mistakes in the words, concord, and tense structure in a sentence.
3. The learners will be able to efficiently present the prescribed oral and written skills.
4. The learners will be able employ the verbal and non-verbal communication skills in formal and informal communications.

Course Content

• **Module I: Spoken Communication** (07 Hours)

Conversation Skills- Introducing Yourself, Questioning Skills, Telephone Etiquettes,
Group Discussions, Non-verbal Communication

- **Module II : Acquiring Grammar Competency** (08 Hours)
Word Classes, Tense, Concord
 - **Module III : Written Communication** (10 Hours)
Email Writing, Report Writing, Application Writing
 - **Module IV : Practical** (10 Hours)
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- **Prescribed Text Books / Recommended Books :**

1. Board of Editors. *Horizon*. Macmillan Publications, Hyderabad, 2018. Print.
 2. Arora, Navita. *English Language Teaching: Approaches and Methodologies*. Chennai: McGraw Hill Publication, 2019. Print.
 3. Bailey, Kathleen. *Practical English Language Teaching: Speaking*. London: McGraw Hill, 2010. Print
 4. N. Krishnaswamy and Lalitha Krishnaswamy. *Methods of Teaching English*. New Delhi: Trinity Press, 2016. Print.
 5. Tickoo, M. L.. *Teaching and Learning English*. Kolkata: Orient Black Swan, 2009. Print.
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- **Scheme of Evaluation**

Q.1. Multiple Choice Question - 25	Credit - 1 (25 points)
Q.2. Practical Test	Credit - 1 (25 points)
Presentation / Group Discussion / Oral Test	
Practical and Assignments	

Credits – 2 (50 points)