

# Syllabus Of P.G. Diploma in English Communication Skills

The syllabus of the course has four core components:

- 1) Four Skills (LSRW) in Remedial Mode  
(On the basis of the acquired entry-level skills of the participants the module of Four Skills (LSRW) shall be implemented. The focus will be on bridging the gap between the required level of entry level skills for the program and the actual skills acquired by the participants.)
- 2) Comprehension  
(The module aims at developing an independent understanding of the prescribed text through reading, explanation and discussion.)
- 3) Composition  
(The composition-module aims at learning the application of basic structures in grammar through both guided and independent exercises.)
- 4) Phonetics  
(This module introduces the basic structure of phonetics. The module aims at making the participants familiar with the English sounds and their usage.)

## Semester I

<b>Title Name:-</b>	<b>Communication Skills in English- Paper I (CSE-I)</b>	<b>80 Marks</b>
Section I:	Four Skills of Language Acquisition (Exercises aiming at testing the competency of the students in basic LSRW skills)	20 Marks
Section II:	Understanding the Text (Units: 1-9)	25 Marks
Section III:	Vocabulary and Grammar (Units: 1-9)	20 Marks
Section IV:	Phonetics I: (Phonetic alphabet, Speech mechanism, organs of speech, word transcription )	15 Marks

## Internal Assessments

	<b>20 Marks</b>
a) Talk on a given topic (5 Minutes)	10 Marks
b) Composition on a given topic (200 words)	10 Marks

Texts Prescribed:

1. B.K. Das and A. David, *A Remedial Course in English*, Book 2, C.I.E.F.L. (O.U.P.) 1980.
2. A.S. Hornby, *Oxford Advanced Learner's Dictionary of Current English* (O.U.P.)
3. A Textbook of English Phonetics for Indian Students by T. Balasubramanian

Reference Books:

1. English Pronouncing Dictionary by Daniel Jones



(O.U.P.) 1980

Reference Books:

- : Matsuda, Paul Kei, *Second Language Writing in the Composition Classroom: A Critical Source book*, Bedford/St. Martin's.  
: Green, David, *Contemporary English Grammar: Structures & Composition* 1<sup>st</sup> Edition.

### Semester II

<b>Title Name:-</b>	<b>Communication Skills in English- Paper IV (CSE-IV)</b>	<b>80 Marks</b>
Section I:	Exercises in Grammar and Usage (Units 58-114): Nouns, Pronouns, Adjectives, Adverbs, Prepositions, Relative Clauses.	25 Marks
Section II:	English in situations (at the post office, bank, railway station, customer care etc.)	20 Marks
Section III:	Guided Composition	15 Marks
Section IV:	Phonetics II: Syllable, word stress and word accent and intonation, word transcription)	20 Marks

### Internal Assessments

**20 Marks**

- a) Defending a given view-point or position in a debate-situation. (3 minutes) 10 Marks  
b) Reading a given piece of literature with proper intonation  
10 Marks

Prescribed texts:

1. Raymond Murphy, *Essential English Grammar*, (Cambridge University Press) 1992
2. A.S. Hornby, *Oxford Advanced Learner's Dictionary of Current English* (O.U.P.)
3. A Textbook of English Phonetics for Indian Students by T. Balasubramanian

Reference Books: Bansal, R.K., Harrison, J.B., *Spoken English*, Sangam books Ltd. 1998.

: Bansal, R.K., Harrison, J.B., *Spoken English: A Manual of Speech & Phonetics*, 4<sup>th</sup> Edition, Orient Blackswan

**Project Presentation-Viva (PPV) 100 Marks**

(PPV examination consists of a short-project work & presentation on a given topic having potential for testing the examinee in LSRW thoroughly. During the interaction, the examiner may focus on creating an atmosphere where the examinee responds in a stress-free and natural manner. The marks may be awarded keeping in mind the nuances of language-use, the understanding and independent thinking.)

**Project Presentation-Viva (PPV)**

**Structure for PPV-**

**1.1) Short project (SP)/ field work (FW) 40 Marks**

SP/FW can be assigned on pre-declared topics/ideas at the beginning of the course.

Sample topics (ideas for SP/FW):-

a) Compilation of news paper articles/Magazine articles on some current topic/issue coupled with an independent summary analysis.

b) Preparing a Questionnaire for High-School/College students on the issue related to English as second /Third language; presenting the analysis of the same.

c) Preparing a book review based on the interview conducted of the reader of the book; presenting an independent analysis/summary of the same.

### 1.2) Oral Presentation/PPT:-

Presentation of about 10 minutes on his/her SP/FW

**30 Marks**

### 1.3) Personal Interview

**30 Marks**

Questions may be asked on the issues that would test the LSRW skills. Questions also may be asked on the SP/FW done by the student.

**Total 500 Marks**

### The Structure :-

The course will be of one year duration divided into two Semesters. It will consist of 500 marks out of which 100 marks will be allotted to each of the four papers of semester I & II and 100 marks will be reserved for Viva voce examination to be held at the end of Semester II. Each paper will carry 100 marks. Out of these 80 marks will be for the semester examination and 20 marks will be for internal assessment.

### iii) Semester pattern

Scheme of Teaching and Examinations of Post Graduate Diploma in Communication Skills in English (One Year) - **Semester Pattern.**

### Semester-I

Sr No	Subject Title	Teaching Periods per week	Duration of Theory	Maximum Marks		Min. Passing Marks		Aggregate Marks
				Theory	Internal Assessment	Theory	Practical	
1	Paper-I	3	1 hrs	80	20	32	8	200
1	Paper-II	3	1 hrs	80	20	32	8	

### Semester-II

Sr No	Subject Title	Teaching Periods per week	Duration of Theory	Maximum Marks		Min. Passing Marks		Aggregate Marks
				Theory	Internal Assessment	Theory	Practical	
1	Paper-I	3	1 hrs	80	20	32	8	300
2	Paper-II	3	1 hrs	80	20	32	8	
3	Project Presentation-viva (PPV)	-	-	100		40		

