

Certificate Course in Spoken English

Kumar Bhaskar Varma Sanskrit and Ancient Studies University, Nalbari

The Certificate Course in Spoken English is designed to enhance students' communication skills through a structured syllabus focusing on pronunciation, conversational proficiency, and practical application. The course comprises two papers: Course-1 emphasizes phonetics, including consonants, vowels, syllables, word accents, and intonation, to improve pronunciation accuracy. Course-2 develops conversational skills through everyday phrases, situational dialogues, role-playing, and extempore speech, enabling students to communicate effectively in real-life scenarios. It also focuses on practical communication through storytelling, group discussions, presentations, and mock interviews, fostering confidence and fluency. By combining theoretical knowledge and hands-on practice, the course equips students to participate in professional and social interactions with ease. Recommended texts by authors such as Bansal and Harrison, J. D. O'Connor, and V. Sasikumar provide additional support for mastering phonetics and conversational skills.

Structure of the Course

Duration: Six Months

Total Credits: 8

Total Papers: 2

Eligibility: HS

Timing: 4PM

Intake Capacity: 50

Course-I

Basics of Pronunciation and Phonetics

Course Overview:

This course is designed to enhance learners' proficiency in English by focusing on the fundamentals of pronunciation, phonetics, and conversational skills. It provides a solid foundation in phonemes, stress, intonation, and word accent rules to improve clarity and fluency in speech. Additionally, it emphasizes vocabulary building through the use of synonyms, antonyms, and word formation. Learners will also develop practical conversational skills for everyday interactions and situational dialogues in diverse settings, such as markets, hotels, and libraries. Through role play and extempore exercises, the course aims to build confidence and spontaneity in communication.

Course Objectives

1. To develop a foundational understanding of phonetics and pronunciation to improve spoken English clarity.
2. To enhance vocabulary and word recognition for effective communication.
3. To equip learners with conversational skills for real-life and situational English interactions.
4. To build confidence in role-playing and extempore speaking for practical scenarios.

Learning Outcomes

1. The learners will be able to demonstrate accurate pronunciation of words and sentences using phonetic rules.
2. The learners will be able to identify and use synonyms, antonyms, and word formations effectively.
3. The learners will be able to engage confidently in everyday conversations like greetings and requests.
4. The learners will be able to handle situational conversations in diverse settings with ease.
5. The learners will be able to perform role plays and deliver extempore speeches fluently and confidently.

Part-A

60 Marks

1. Phonetics and Pronunciation

Phonemes: Consonants, Vowels, and Diphthongs

Phonetic Transcription of Words and Sentences

Syllables and CVC Pattern

Stress and Intonation: Rising and Falling Tones

Rules for Word Accents

Accent Patterns in Connected Speech

2. Vocabulary and Word Recognition

Synonyms and Their Uses

Antonyms and Their Uses

Word Formation

Part-B
(Internal Evaluation)

40 Marks

Book Review

Paraphrasing

Suggested Reference Books

1. R. K. Bansal and J. B. Harrison, Spoken English: A Manual of Speech and Phonetics (2013) – Focuses on pronunciation, rhythm, and intonation for Indian speakers, with drills and exercises.
2. Merriam-Webster, Vocabulary Builder (2020) – Explains advanced vocabulary with examples and exercises.
3. J. D. O'Connor. Better English Pronunciation (1967). Universal Book Stall, New Delhi – For advanced guidance on phonetics, stress, and intonation.
4. V. Sasikumar and P. V. Dhamija. Spoken English (1993). Tata McGraw Hill, New Delhi – Focuses on conversational English and everyday interactions.
5. T. Balasubramanian, A Textbook of English Phonetics for Indian Students (Second Edition, 2010) – Covers phonemes, syllables, stress, intonation, and connected speech.
6. Norman Lewis, Word Power Made Easy (2014) – A comprehensive guide to vocabulary building, including synonyms, antonyms, and word formation.

Course-2

Conversational Skills and Situational English

Course Overview:

This course is designed to develop effective conversational and communication skills through practical exercises and real-world scenarios. Learners will master everyday conversations, such as greetings, expressing gratitude, and making requests, while also gaining confidence in situational dialogues at banks, markets, and other settings. Figures of speech and role-playing activities enhance creative expression. The practical communication skills unit focuses on loud reading, accurate pronunciation, and oral storytelling in various tenses. It further emphasizes describing events, interactions, and imaginary scenarios. Additionally, learners will gain hands-on experience in group discussions, personal interviews, and cue-card presentations, preparing them for professional and social contexts.

Course Objectives:

1. To build confidence in everyday and situational English communication.
2. To develop clarity and fluency in pronunciation, reading, and oral expression.
3. To enhance storytelling, role-playing, and extempore speaking skills.
4. To prepare learners for group discussions, interviews, and professional presentations.

Learning Outcomes:

1. The learners will be able to engage confidently in everyday and situational conversations.
2. The learners will be able to demonstrate fluency and clarity in pronunciation.
3. The learners will be able to narrate stories and describe events in different tenses.
4. The learners will be able to participate in group discussions and perform well in interviews.
5. The learners will be able to deliver structured and impactful presentations using cue cards.

Part-A

60 Marks

1. Figures of Speech

2. Conversations

Everyday: Greetings, Introducing Oneself, Expressing Gratitude, Asking for Information, Complimenting and Congratulating, Making Requests, Apologizing and Expressing Regret

Situational: At the Bank/Post Office/College Office, At the Green Grocer/Market, At the Railway/Bus Station, At the Police Station, Booking a Room in a Hotel, At a Medical Shop, At a Library

3. Oral Expression and Storytelling

Telling Stories in Present, Past, or Future Tense

Describing Interactions (Doctor, Stranger, Teacher, Neighbor, Police Officer)

Describing Imaginary Characters/Situations

Part-B

Practical

40 Marks

1. Loud Reading and Pronunciation

Reading a Poem or Passage Aloud

Observing and Practicing Accents and Pronunciation

Cue-Card Speaking and Presentations

2. Role Play and Extempore

Role-playing Situations, Extempore Speech on Given Topics

Suggested Reference Books

1. R. K. Bansal and J. B. Harrison, Spoken English: A Manual of Speech and Phonetics (2013) – Focuses on pronunciation, rhythm, and intonation for Indian speakers, with drills and exercises.
2. Merriam-Webster, Vocabulary Builder (2020) – Explains advanced vocabulary with examples and exercises.
3. M.H. Abrams and Geoffrey Harpham. A Glossary of Literary Terms. Published by Cengage Learning in 2014 (11th edition), is a comprehensive guide to literary concepts, criticism, and historical context, widely used by literature students and scholars.
4. V. Sasikumar and P. V. Dhamija. Spoken English (1993). Tata McGraw Hill, New Delhi – Focuses on conversational English and everyday interactions.
5. Jaydip Sarkar and Anindya Bhattacharya. A Handbook of Rhetoric and Prosody, published by Orient BlackSwan in 2018. It provides a comprehensive guide to rhetorical and prosodic devices with examples, exercises, and step-by-step scansion techniques.
6. Z. N. Patil. English for Practical Purposes (2001). MacMillan India Ltd. – For practical situational English applications.

Instructions for examiners

1. Phonetics and Pronunciation:

The examiner will assess the student's understanding of syllables, accent, and weak forms without delving into theoretical details.

Pronunciation accuracy will be tested through loud reading, observation of accent, and phonetic transcription tasks.

2. Conversational Skills:

The examiner will evaluate the student's ability to engage in situational dialogues, such as interactions at a bank, hospital, or railway station.

Students may be asked to narrate a story in any tense, describe an interaction with a doctor, stranger, or teacher, or imagine and describe a character or situation.

Role-playing exercises can include enacting scenarios based on real-life contexts or characters from stories and dramas.

3. Practical Communication:

For group discussions and personal interviews, students will be evaluated on sentence accuracy, coherence, and fluency.

Cue-card speaking, extempore presentations on current topics, and mock interviews may be included to assess oral expression and confidence.

Practical activities like storytelling, narrating events, and reading headlines will be used to test fluency and clarity of speech.