



Syllabus for
Certificate Course in Advanced English Communication

Course Title: Certificate Course in Advanced English Communication

Duration: Six Months

Semester: Even Semester

Course Credits: 4

L-T-P: 2-1-1 | **Hours:** 60

Total Papers: 2

Eligibility: Higher Secondary (HS) Passed

Intake Capacity: 30

Class Timing: 3:00 PM

Course Introduction

The Certificate Course in Advanced English Communication is designed to enhance learners' communication skills through systematic training in pronunciation, phonetics, conversational English, and practical communication. The course combines theoretical understanding of speech sounds and language use with practical activities that develop fluency, confidence, and accuracy in spoken English.

The programme consists of two papers. The first paper focuses on pronunciation, phonetics, vocabulary building, and the fundamentals of spoken communication. The second paper develops conversational competence through situational dialogues, storytelling, role-play, presentations, group discussions, and interview skills. The course aims to prepare learners for effective communication in academic, professional, and social contexts.

Target Learners

The course is intended for Undergraduate and Postgraduate students who already have the capacity to read, write, listen and speak in English but wish to improve their spoken English proficiency, communication skills, and confidence in using English in real-life situations.

Course Objectives

The course aims to:

1. Develop a sound understanding of English pronunciation and phonetics.
2. Enhance vocabulary and word recognition skills.
3. Improve fluency and accuracy in spoken English communication.
4. Build confidence in conversational and situational English.
5. Develop oral presentation, storytelling, and public speaking skills.
6. Prepare learners for professional interactions such as interviews and group discussions.

Learning Outcomes

Upon successful completion of the course, learners will be able to:

1. Demonstrate effective use of stress and intonation.
2. Apply vocabulary-building techniques in oral communication.
3. Participate and present confidently in everyday and situational conversations.
4. Narrate stories and describe events effectively in different contexts.
5. Communicate effectively in academic, professional, and social settings.

Skill Components

- Pronunciation and Phonetic Skills
- Conversational English
- Vocabulary Development
- Oral Communication Skills
- Public Speaking and Presentation Skills
- Group Discussion and Interview Skills

Signature
AM

Course Structure

Unit	Title	Total Lectures	Total Tutorials	Total Practical	Hours
I	Basics of Pronunciation and Phonetics	15	5	5	30
II	Conversational Skills and Situational English	15	5	5	30
	Total	30	10	10	60 Hours

1 Lecture: 1 hour, 1 Theory: 1 hour, Practical: 2 hours

PAPER I

Basics of Communication in English

Course Code: CCSE-101

Credits: 2

Marks: 100 (60 + 40)

Total Lectures-Tutorials-Practical: 15-5-10 | Hours: 30

Course Overview

This paper introduces learners to the fundamentals of English pronunciation, phonetics, and vocabulary development. It focuses on phonemes, stress patterns, intonation, word accent, and vocabulary-building techniques. Learners will develop confidence in everyday communication through practical language activities and spoken interactions.

Course Objectives

1. To develop a foundational understanding of phonetics and pronunciation.
2. To improve spoken English clarity and accuracy.
3. To enhance vocabulary through word formation and usage.
4. To develop confidence in basic spoken communication.

Learning Outcomes

Upon completion of this paper, learners will be able to:

1. Pronounce English words and sentences accurately.
2. Apply phonetic principles in spoken communication.
3. Use synonyms, antonyms, and word formation effectively.
4. Demonstrate improved fluency in everyday conversations.

Detailed Syllabus

Unit I: Phonetics and Pronunciation

Marks: 50

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

Unit II: Dynamics of Writing

Marks: 50

Synonyms and Antonyms, Word Formation, Bibliography, Reference, Word Order, Cohesion, Cross References, Italics, Elipses, Quotation, Citation, Book Review, Paragraphing

Teaching Methodology

- Interactive lectures
- Pronunciation drills and practice sessions
- Vocabulary-building exercises
- Classroom discussions
- Oral practice activities
- Assignment-based learning

Evaluation Pattern

Component	Marks
Assignment	30
Practical	10
End Semester Examination	60 (Unit-I: 30+ Unit-II: 30)
Total	100

Suggested Reading

1. R. K. Bansal and J. B. Harrison, *Spoken English: A Manual of Speech and Phonetics*, Orient BlackSwan, 2013.
2. Merriam-Webster, *Vocabulary Builder*, Merriam-Webster Inc., 2020.
3. J. D. O'Connor, *Better English Pronunciation*, Universal Book Stall, New Delhi, 1967.
4. V. Sasikumar and P. V. Dhamija, *Spoken English*, Tata McGraw Hill, New Delhi, 1993.
5. T. Balasubramanian, *A Textbook of English Phonetics for Indian Students*, Second Ed., 2010.
6. Norman Lewis, *Word Power Made Easy*, 2014.
7. *Oxford Advanced Learners' Dictionary*
8. P. C. Wren and H. Martin *High School English Grammar and Composition*

PAPER II

Advanced Oral Communication

Course Code: CCSE-102

Credits: 2

Marks: 100 (60 + 40)

Total Lectures-Tutorials-Practical: 15-5-10 | **Hours:** 30

Course Overview

This paper develops learners' conversational and communication skills through practical activities and real-life situations. It emphasizes everyday conversations, situational English, storytelling, role-playing, presentations, group discussions, and interview skills to build fluency, confidence, and effective communication.

Course Objectives

1. To build confidence in spoken English communication.
2. To develop fluency and clarity in oral expression.
3. To strengthen storytelling and presentation skills.
4. To prepare learners for interviews and professional interactions.

Learning Outcomes

Upon completion of this paper, learners will be able to:

1. Participate confidently in everyday and situational conversations.
2. Demonstrate effective pronunciation and oral fluency.
3. Narrate stories and describe events clearly.
4. Engage effectively in group discussions and interviews.
5. Deliver structured presentations and extempore speeches.

Detailed Syllabus

Part A: Theory

Marks: 60

Unit I: Figures of Speech

Introduction to Figures of Speech and Their Uses

Unit II: Conversations

Everyday Conversations

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

B. Shad
PN

Situational Conversations

At the Bank/Post Office/College Office, At the Market, At the Railway or Bus Station, At the Police Station, Booking a Room in a Hotel, At a Medical Shop, At a Library, Telephonic Conversation

Unit III: Oral Expression and Storytelling

Telling Stories in Present, Past, and Future Tense

Describing Interactions with Different People

Describing Imaginary Characters and Situations

Part B: Practical

Marks: 40

Practical Communication Skills

Loud Reading and Pronunciation Practice

Reading a Poem or Passage Aloud

Cue-Card Speaking and Presentations

Role-Playing Situations

Extempore Speech on Given Topics

Teaching Methodology

- Interactive lectures
- Conversational practice sessions
- Role-playing activities
- Storytelling exercises
- Group discussions
- Presentation and interview practice

Evaluation Pattern

Component	Marks
Assignment	20
Practical	20
End-Term Examination	60(40 Written + 20 Practical)
Total	100

Suggested Reading

1. R. K. Bansal and J. B. Harrison, *Spoken English: A Manual of Speech and Phonetics*, Orient BlackSwan, 2013.
2. Merriam-Webster, *Vocabulary Builder*, Merriam-Webster Inc., 2020.
3. M. H. Abrams and Geoffrey Galt Harpham, *A Glossary of Literary Terms*, Cengage Learning, 11th Edition, 2014.
4. V. Sasikumar and P. V. Dhamija, *Spoken English*, Tata McGraw Hill, New Delhi, 1993.
5. Jaydip Sarkar and Anindya Bhattacharya, *A Handbook of Rhetoric and Prosody*, Orient BlackSwan, 2018.
6. Z. N. Patil, *English for Practical Purposes*, Macmillan India Ltd., 2001.