P.G. Department of English

Short Term Certificate Course in Communication Skills

In this era of globalization, English language is widely accepted as the international language that connects people all over the world. That's why, in this fast-growing globalised world, one has to be proficient in English language to get successful in every sphere. To attain language proficiency and to help the students become successful in personal and professional life, the P.G Department of English offers Short Term Certificate Course in "Communication Skills". The course module is designed to provide basic language specialization program in English and to enable the learners to cope with daily situations .The duration of the Certificate Programme is 120 hours. The course is primarily for all UG and PG Students, but also caters to students who are weak or beginners in English. The Certificate Course has helped students to communicate with confidence and to navigate the world around them with a positive attitude.

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Scope of Short Term Certificate Course and Programme-

- Certificate Course in English Language offers a great deal of future prospects to the learners, some of which include the following:
- In academics, the course will be helpful for the learners as it will enable them to opt for higher studies or apply for research works in future.
- The course will help them to become trainers in English language or Spoken English teachers in various Institutes

- Practice good body language

- It develops communication skills in students.

- It builds confidence in learners.

- It removes the fear and hesitation of students.

- It helps them in understanding basic English language skills.

- It improves the overall personality of the learner.

ST THOMAS COLLEGE

P.G DEPT. OF ENGLISH

MODULE FOR

SHORT TERM CERTIFICATE COURSE IN COMMUNICATION SKILLS

DURATION : 120 HRS

MODULE: 1

1. Introduction to the Course, Objectives. What students expect? What the Course offers.

2. What is Communication? Importance of Communication skills in Personal and Professional life.

3. Self Introduction (Learn to speak for Yourself)

4. Introducing a Friend, About Classroom

5. Greetings Formal and Informal

MODULE : 2

1. Letter Writing (Formal and Informal Letter)

2. Covering letter, Resume Preparation

3. Situation Conversation (Between two friends, Work Place, at Home, at School and other places and more activities based on situation conversation)

4. Presentation Skills (Posture, Pace, Gesture and Target Audience), Organizing

Presentation

5. Writing Skills -, Email, Meeting, Notice, Agenda, Minutes

MODULE : 3

1. Interview Skills

2. Body Language (Eye Contact, Head Position, Arms and Legs)

3. Dress Code

4. Time Management

5. Stress Management

MODULE: 4

1. Syntax

2. Telephone Etiquettes

3. Dining Etiquettes.

4. Mother Tongue Interference

5. Group Discussion

MODULE: 5

1. Grammar Exercises

2. Idioms and Phrases

3. Introduction to Phonetics

4. Jargons

5. Soft skill for Global Communication

MODULE: 6

1. Public Speaking

2. Speech Disorders

3. Difference between British English and American English

4. Audio Visual Aids

5. Common Errors in English (Misspell Words)

6. Feed Back

Module for Short Term Certificate Programme in

LSRW Proficiency through Digital Language Laboratory

DURATION : 30 HRS

To hone the language proficiency of the students in right manner   an intense Short Term Certificate Programme in "LSRW Proficiency through Digital Language Laboratory" is offered by the P.G.Department of English .The programme module is for 15 days.   It focuses primarily on the four aspects of language skills- Listening, Speaking, Reading and Writing. The department of English has a well established language laboratory with the latest ETNL software. The laboratory accommodates 10 consoles. 15 students can enroll for each batch. The students enhance language skills by listening and practicing it simultaneously through the module of the ETNL software .The Digital language lab. Assist the learners in the acquisition and maintenance of aural comprehension, oral and written proficiency and thus enhance the skills required to learn the target language.

Module-

1. Listening Skills

To acquire any knowledge the first step begins from listening. Digital language lab helps in the listening skills by providing an interactive environment to the students. Digital accents of words, focusing on the intonation and voice modulation are vital to good communication. Language lab with multimedia contents enables the learner to listen to authentic sounds of the target language. This helps them to understand the right pronunciation of words with access to comprehensions, articles, fiction, verse, speeches, and many other literary genres.

2.Speaking Skills

Speaking is the second language skill. Speaking skills give students the ability to communicate effectively. English language lab improves speaking skills and communication skills by repeatedly listening to the language over the headphones.

The students imitate the style and gain confidence, develop inter-personal skills. Emphasis is laid on Intonation, Tone, Pause and Pace of Speech.

3.Reading Skills

Reading improves gradually by practicing the language. The ETNL software facilitates reading exercises with dictionaries and phonetic help for the student. This is very helpful for the students to improve their reading vocabulary, grammar section, fluency and comprehension skills.