

**Anekant Education Society's  
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati**

**Autonomous**

**Short Term Certificate Courses  
Department of English**

Certificate Course	No. of Credits	Course Coordinator
A Course in Effective Communication in English	02	Prof. Rathod S.V.

## A Course in Effective Communication in English

### Course Objectives:

1. To make students more knowledgeable about current speaking strategies and practices.
2. To develop listening comprehension skills for Indian, British and American English.
3. To improve the speaking ability with clear pronunciation, stress and intonation patterns.
4. To develop the types of reading skills: skimming, scanning, intensive and extensive.
5. To develop the skills of writing: English grammar, paraphrasing and elaboration skills.

### *Syllabus*

Unit No.	Contents	No. of Lectures
1	Listening and Speaking Situational Dialogues: 1) Talking about a Vacation 2) Seeking Admission in College 3) Asking about a Course 4) An Interview 5) Meeting People, Exchanging Greetings 6) Introducing Yourself & Introducing People to Others 7) Making Requests and Responding 8) Thanking Someone and Responding to Thanks 9) Inviting/Accepting/Refusing 10) Apologizing and Responding to an Apology 11) Paying Compliments, Showing Appreciation 12) Describing Daily Routines 13) Agreeing and Disagreeing 14) Giving Advice / Making Suggestions 15) Expressing Likes and Dislikes 16) Expressing Sympathy/Condolences 17) Expressing Emotions 18) Talking about Past Events 19) Talking about Future Events 20) Expressing Ability and Inability 21) Conversation with Strangers 22) Learn to ask Questions: "Wh" Questions, Do, Did, Does, Don't, Didn't, Doesn't, Has, Have, Had, Hasn't, Haven't Am, Is, Are, Isn't, aren't, Can, Could, May & Might, Shall, Should, Will, Would 23) Some confusing expressions	<b>(Theory: 06                      Practical: 10)</b>



	24)Talking about Health	
2	Vocabulary 1)Everyday problems 2) Idioms describing people 3) Idioms connected with using language 4) Proverbs 5) The weather 6) Describing people – characters 7) Health: illness, disease 8) Global problems	(Theory: 03 Practical: 04)
3	Grammar 1) Tense 2) Parts of Speech 3) <u>Active Voice and Passive Voice</u> 4) Collocations and Idioms 5) Gerunds 6) Sentence and its types	(Theory:03 Practical:04)
	Total	30  (Theory: 12 Practical: 18)

**Mode of Evaluation:**

Written & Oral examination will be conducted at the end of the course.

**Written: 25 & Oral: 25**

**Total Marks: 50**

**References:**

1. Swan, Michael *Practical English Usage*. London: Oxford, 1980.
2. Leech, Geoffrey *Longman Grammar of Spoken and Written English*. Harlow: Longman, 1999.
3. Swan, Michael *Oxford Pocket Basic English Usage*. London: Oxford, 1992.
4. Ur, Penny *Discussions and More: Oral Fluency Practice in the Classroom*. Cambridge Press.
5. McCarthy Michael and Felicity O'Dell *English Vocabulary in Use*. London: Cambridge, 1994.

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