



Shikshanmaharshi Dr. Bapuji Salunkhe
Birth Centenary Year 2018-19

"Dissemination of Education for Knowledge, Science & Culture"

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha, Kolhapur's
RAJE RAMRAO MAHAVIDYALAYA, JATH
Dist. Sangli (Maharashtra) 416 404

U.G.C. Recognition under 2 F & 12 (B) UGC Act 1956
(Affiliated to Shivaji University, Kolhapur)
NAAC Reaccredited : "B" (Third Cycle)



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Department of English

ACADEMIC YEAR 2022-23

SYLLABUS OF CERTIFICATE COURSE IN EFFECTIVE COMMUNICATION IN ENGLISH

CETIFICATE COURSE IN EFFECTIVE COMMUNICATION IN ENGLISH



Submitted to

Internal Quality Assurance Cell

Raje Ramrao Mahavidyalaya, Jath,
Dist-Sangli (MS)

CERTIFICATE COURSE IN EFFECTIVE COMMUNICATION IN ENGLISH

Introduced from Academic Year 2022-23 Onwards

❖ Course Objectives:

1. To make learners familiar with the sub-skills of writing
2. To enhance learners writing skills
3. To train learners in the use of specific formats of the written discourse
4. To enable the students to develop oral and spoken skills in English
5. To help the students to enter the job market with confidence and the ability to work effectively.
6. To encourage the active involvement of the students in oral communication process.

❖ Course Outcomes:

After successful completion of this course, the students will be able to:

- 1) Get acquainted with the basic concepts of reading, writing, speaking and listening
- 2) Improve the skills of reading, writing, speaking and listening.
- 3) Gain awareness of certain grammatical structures.
- 4) Manage daily interactions such as greetings, introductions, shopping and traveling and so on.
- 5) Apply to universities and communicate on campus and in their student life.
- 6) Communicate effectively at the College Campus and Job work place

❖ Course Evaluation Pattern:

All students' performance will be evaluated through

- | | |
|----------------------------------|------------|
| 1) Attendance | : 10 Marks |
| 2) Assignments | : 10 Marks |
| 3) Class Tests | : 10 Marks |
| 4) Oral Communication Skill Test | : 20 Marks |
| 5) Written Test | : 50 Marks |

100 Marks

Detailed Syllabus

❖ Units Prescribed:

| | |
|---------|---|
| Unit-1 | Important Aspects of Effective Communication in English |
| Unit-2 | English for Written Communication |
| Unit-3 | English for Oral Communication |
| Unit-4 | Personality Development |
| Unit-5 | Techniques of Body Language |
| Unit-6 | Effective Body Language |
| Unit-7 | Major Linguistic Concepts |
| Unit-8 | Major Grammatical Concepts |
| Unit-9 | Soft Skills for Effective Communication |
| Unit-10 | Global Role of English Language |

❖ **Course Proposed for:** UG students

❖ **Course Duration : Repeated Twice in the Academic year**
September-October, 2022-23 (02 Months)
January-February, 2023-24 (02 Months)

❖ **Division of teaching hours: (Total 30 Periods)**


Per Unit-03 Periods (10 x 03 = 30 periods)

❖ **References:**

1. Crystal, David. *English as a Global Language*: Cambridge University Press.1997.
2. Deal, Amanda & Melissa Rareshide. *Written Communication Manual*: Winston – Salem State University. 2013.
3. Hiremath, Saroj. *Life Skills and Personality Development*: Success Publications. 2016.
4. Pease, Allan & Barbara. *The Definite Book of Body Language*: Pease International.2004.
5. *Oxford Guide to English Grammar*: Oxford University Press.2002.
6. Santhi, Jeya. *Advanced Skills for Communication in English*: Book I: New Century Book House.2015.



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