

## Certificate Course In Communication Skills

### Unit I: English Pronunciation

#### (a) English Vowels and Consonants (English)

- Description and production

#### (b) English syllable structure

- Single syllable
- Two syllable
- Multi syllable
- Weak syllable

#### (c) Word stress and sentence stress

#### (d) Intonation

### Unit II: Speaking

#### (a) Understanding Difference between speaking and writing (Activities based) (Active Skills)

#### Description and Practice

- Conversation
- Games
- Simulation
- Role play

#### Writing Skill

- Nature of writing
- Art of writing
- Process of writing
- Writing tastes

### Unit III: Listening Skill and Practice with

#### a)

- Lectures
- Discussions
- Ideologies
- Radio
- T.V
- Role Plays
- Simulation
- Debates
- Dictation
- Telephonic conversation
- Station/Airport announcements etc.

b) Good Listening

c) Learning different types of Listening (Practical Practice)

Unit IV:

(a) Reading ability

Skills

- Skimming, Scanning, intensive and Extensive Reading

Sub Skills

- Guessing
- Predicting
- Contextualizing

(b) Writing Effectively

- Coder (Compose-organise-draft-edit and redraft)
- Understanding and practice
- How to write paragraphs