



DEPARTMENT OF ENGLISH

Syllabus for Certificate Course in Spoken English

Communication Skills

1. Self – Introduction
2. Transformation Of Sentences
3. Verb Concord
4. Voices
5. Reported Speech
6. Articles
7. Prepositions

Speaking Skills

1. Vowel Sound
2. Consonant Sound
3. Neutralization of Accent
4. Change of Speech patterns

Voice – Based Efficiency

1. Making Polite Request
2. Asking For and Giving Permissions
3. Offering, Accepting and Denying Help
4. Asking and Giving Directions
5. Extending Invitations
6. Expressing Sympathy
7. Agreeing and Disagreeing
8. Making Complaints

Reading Skills

1. Reading Skills – I
2. Reading Skills – II
3. Reading Skills – III
4. Reading Skills – IV

SOFT SKILLS

1. Positive Attitude
2. SWOT Analysis
3. Time Management
4. Just a Minute (JAM) Activity
5. Group Discussion
6. Interview Skills