

COURSE TITLE

Course Title: Spoken English and Communication Skill

Course Code: CC-SECS-23

Course Duration: 30 Hours (minimum 30 hours)

Target group: UG and PG Students

Department: English

Introduction

Conversational English refers to the use of English language in day-to-day conversations. It involves communicating in English with the aim of conveying ideas, thoughts, opinions, and feelings effectively to others. Conversational English can take place between two or more people in various settings such as social gatherings, meetings, classrooms or even online. To engage in conversational English, it is important to have a good grasp of the language's grammar, vocabulary and pronunciation. Additionally, conversational English involves the use of appropriate language and tone for different situations and audiences. This means being able to adjust one's language and communication style depending on the context and the person one is speaking with. Conversational English is an essential skill for those who use English as a second language; as it allows them to effectively communicate with others in various settings. It can also help people to build relationships, make new connections and advance professionally. With practice and exposure to the language, anyone can improve their conversational skills and become a confident and effective communicator in English.

Aims and Objectives

- To develop common active vocabulary and expressions.
- To improve communication skills.
- To develop understanding for conversational strategies.
- To improve listening and comprehension skills.
- To establish a link between cultural awareness and communication.
- To introduce idioms and phrasal verbs.
- To highlight the importance of Role play and simulations.
- To improve fluency in English.

Course Outcome

- Improved fluency and confidence in speaking English in various contexts, such as social settings, business meetings and academic presentations.

- Enhanced vocabulary and grammar knowledge to communicate more effectively and accurately in English.
- Increased understanding and ability to use appropriate language and tone for different audiences and situations.
- Improved listening and comprehension skills to understand English spoken by native speakers and non-native speakers with different accents.
- Learner develops the ability to participate in discussions, debates and negotiations in English and express opinions, ideas and perspectives effectively.
- Improved pronunciation and intonation to communicate more clearly and be better understood by others.

Structure of the Course :(unit as per requirement)

Unit-I

1. Basic Grammar and Vocabulary: Introduction to grammar and common vocabulary and expressions used in everyday conversation, including greetings, introductions and small talk.
2. Pronunciation and Intonation: Practice on pronunciation, stress and intonation patterns to improve communication skills.

Unit-II

3. Conversation Strategies: Understanding conversation strategies such as turn-taking, asking and answering questions and making requests.
4. Listening and Comprehension: Listening practice and comprehension exercises to improve understanding of spoken English in different contexts.

Unit-III

5. Idioms and Phrasal Verbs: Introduction to common idioms and phrasal verbs used in everyday conversation and how to use them appropriately.
6. Cultural Awareness: Understanding cultural differences and how they affect communication, including nonverbal communication, humour and common expressions.

Unit-IV

7. Emails and Professional Communication: Notices, memo, circulars, reports and business mails.
8. Fluency Practice: Activities to improve fluency and increase confidence in using conversational English in real-life situations.

Assessment: 100 Marks

Written: 60%

Practical (If any) – 40%

Or

Two Assignments/Projects – 40 marks each

Grading & Award of Certificate:

A grade – 81-100%

B grade – 60-80 %

C grade – 40-60%

D grade – below 40%

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Note: The above course outline is a suggested framework and can be adjusted according to the specific needs and interests of the students and the department.