

**Certificate Course**  
*in*  
**COMMUNICATIVE ENGLISH**



*Conducted by*

**DEPARTMENT OF ENGLISH**

**Sankrail Anil Biswas Smriti Mahavidyalaya**



*Coordinator*

**Mrs. Dolan Ghosh**

**SACT, Dept. of English, SABSM**

**Duration of the Course** : 12 Weeks

**Commencement of the Course** : April 2023

# Certificate Course in Communicative English

**Course Title** : Certificate Course in Communicative English

**Duration** : 12 Weeks

**Mode of Delivery** : Blended

**Course Fee** : Free for Students

## Course Overview

The Certificate Course on Communicative English is designed for individuals who wish to improve their spoken and written English skills. The course focuses on building English language proficiency through interactive and communicative teaching methods. The course is suitable for beginners who have little or no prior knowledge of English as well as those who wish to improve their existing language skills.

## Course Objectives

- To improve the communication skills of students
- To help students develop their speaking, listening, reading, and writing skills in English
- To build confidence in speaking English in various situations
- To enhance the vocabulary and grammar skills of students
- To provide exposure to real-life situations to practice English

## Course Content

The course will cover the following topics:

- Introduction to English communication
- Basic grammar and sentence structure
- Vocabulary building and usage
- Pronunciation and accent training
- Public speaking and presentation skills
- Listening and comprehension exercises
- Writing skills for emails, reports, and essays
- Cultural nuances in communication

## Teaching Methodology

The course will be conducted using a combination of lectures, group discussions, role plays, and audio and video recordings. Students will be provided with reading material and audio recordings to practice listening and speaking skills.

### Course Structure/Syllabus

#### Week 1-2: Introduction to Communicative English

- Importance of English in the modern world
- Basic grammar and sentence structure
- Commonly used English vocabulary and phrases
- Introduction to different types of communication skills (listening, speaking, reading, and writing)

### **Week 3-4: Speaking and Listening Skills**

- Introduction to different types of spoken English (formal, informal, etc.)
- Developing listening skills to understand spoken English
- Strategies to improve spoken English (pronunciation, fluency, vocabulary, etc.)
- Engaging in dialogues and role-play activities

### **Week 5-6: Reading and Writing Skills**

- Developing reading skills to understand written English
- Strategies to improve reading skills (skimming, scanning, etc.)
- Writing skills: grammar, sentence structure, paragraph writing, and essay writing
- Developing vocabulary and style of writing

### **Week 7-8: Presentation Skills**

- Preparing for presentations (planning, organization, delivery)
- Developing strategies to make presentations effective
- Making presentations on various topics

### **Week 9-10: Discussion Skills**

- Participating in discussions
- Developing critical thinking and analytical skills
- Expressing opinions and ideas in group discussions

### **Week 11-12: Report Writing Skills**

- Understanding the purpose and structure of reports
- Developing effective report writing skills
- Writing various types of reports (e.g., business, academic, research)

## **Course Outcome**

By the end of this course, students will be able to:

- Speak English fluently and accurately

- Understand spoken English and follow conversations
- Read and comprehend written English materials
- Write effectively in English
- Present ideas effectively
- Participate in discussions with confidence
- Write various types of reports

## Assessment

- Regular assessments through class participation, assignments and quizzes
- Final project on workplace communication or presentation

## Certificate

Upon successful completion of the course, participants will receive a Certificate of Completion, which can be used to demonstrate their proficiency in English communication.

## How to Join the Course

Any student of Sankrail A.B.S. Mahavidyalaya can join the course.

Interested students are asked to fill in the **Google Form** on or before **31st March 2023** for enrollment:

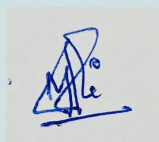
<https://forms.gle/rbnyKxNgWPogviiu9>

\*\*\* For any help or query, you may reach out to the coordinator of this program or HOD of English.



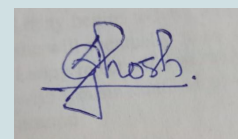
**Dr. Haripada Mahapatra**

Signature of Teacher-in-Charge



**Mir Mahammad Ali**

Signature of HOD



**Mrs. Dolan Ghosh**

Signature of the Coordinator