

DINABANDHU MAHAVIDYALAYA

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Bongaon, North 24 Parganas
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NAAC ACCREDITED-2016(2nd cycle)
Affiliated to West Bengal State University & Formerly under University of Calcutta
Registered under 2(f) & 12(B) of U.G.C. Act 1956
ESTD: 1947

Dinabandhu Mahavidyalaya

Department of English

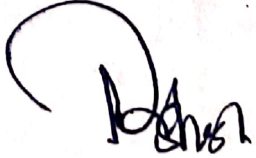
Add on Course

on

English for Communication Skills

Semester I

2020-2021


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Bongaon, 24 Pgs.(N)

Add on Course
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English for Communication Skills

About the Course

The course titled **English for Communication Skills** focuses on equipping learners with the fundamentals of English required for both good listening and speaking skills, reading, and writing -- all components of better communication. With the ever-increasing importance of the English language as the global medium of communication, fluency in speaking English alongside the capability to read and write good and grammatically correct English have become crucial necessities. The course aspires to impart all these skills to the learner.

Course Objectives

- Enlighten the learners on the fundamentals of English as a language
- Impart the skills of the four aspects of reading, writing, listening, & speaking
- Make the learners capable of speaking better

Communication Skills

- Effective Communication: concept & components: conviction, confidence & enthusiasm
- Language for Communication: principles of good writing
- Improving Writing Skills: essentials of good style, grammar & usage
- Reading Skills: reading skill; techniques for effective reading
- Employment Communication: guidelines for creating effective resume
- Characteristics of Job Interview: job interview process, manners & etiquettes

Course Outcome

- Overcome queasiness about public speaking
- Enhanced capability towards making effective speeches/presentations
- Improved skills in basic grammar; enrichment of vocabulary

Teaching Methodology



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Classroom teaching, assignments, viva-voce, practical work, project work, quiz, group discussion, role play

Course Content

Module 1

Language for communication: principles of writing; improving writing skills, expressions & words to avoid; grammar & usage; reading skills

Module 2

Listening: Listening & responding to simple narratives, statements, questions, instructions (in-person & telephonic); listening & responding to spoken language

Module 3

Speaking: communicating basic information, feelings and opinions on familiar topics using appropriate formality, both face-to-face and on the telephone

Module 4

Facing job interviews: developing essentials skills; manners & etiquettes; commonly-asked questions at job interviews

Module 5

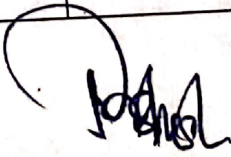
Creating résumé: contents of an effective résumé, guidelines for writing effective résumé; types of résumés

General Information

- **Duration:** 40 hrs.
- **Eligibility:** Sem I Eng. Hons. & Gen students of academic session 2021-22
- **Venue:** Dinabandhu Mahavidyalaya, Bongaon
- **Date of Commencement of the Course:** September 22, 2020


➤ Course Curriculum

Topic	Number of Classes	Hours
1. Developing writing skills		


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	2	4
2. Listening & responding to spoken communication	3	6
3. Developing the art of public speaking	2	4
4. Facing job interviews	3	6
5. Creating résumé	1	2
6. Group discussion & quiz	2	4
7. Practical	2	4

Dr. Biswajit Ghosh
Principal


Dr. Zenith Roy
IQAC Coordinator
Co-ordinator, IQAC
Dinabandhu Mahavidyalaya

Interested students are requested to contact the Course Coordinator for enrolment to the Course.

Course Coordinator:
Mr. Lilack Biswas (Mob No: 8240513064)

