

Dinabandhu Mahavidyalaya

Department of English

Value-added Course

on

English for Effective Conversation

Semester I

2024-2025

Course Brochure

Value-added Course
on
English for Effective Conversation

About the Course

English for Practical Communication focuses on equipping learners with English required for developing **speaking skills and reading**. Fluency in speaking English alongside the capability to read English texts have become crucial necessities with the ever-increasing importance of the language as the global medium of communication. The course aspires to impart all these skills to the learner.

Course Objectives

- Teach the fundamentals of English as a language
- Impart the skills of reading, writing, listening, & speaking
- Provide the learners with the capability of speaking better

Communication Skills

- Effective communication: conviction, confidence & courage
- Language for communication: principles of good writing
- Refining writing skills: essentials of good style, grammar & usage
- Developing reading skills: reading skill; techniques for effective reading
- Imparting job-interview competence: manners, etiquettes, etc.

Course Outcome

- Gain confidence in public speaking
- Learning to make effective speeches/presentations
- Master skills in basic grammar; enrichment of vocabulary

Teaching Methodology

Classroom teaching, assignments, viva-voce, practical, group discussion

Course Content

Module 1

Developing writing skills; expressions & words to avoid; grammar & usage;

Module 2

Developing reading skills

Module 3

The Art of Listening: Listening & responding to statements, questions, listening & responding to spoken language

Module 4

Speaking: communicating basic information, feelings and opinions on familiar topics using appropriate formality

Module 5

Facing job interviews with effective communication: developing manners & etiquettes; facing FAQs

General Information

- **Duration:** 40 hrs.
- **Eligibility:** Sem I Eng. Hons. & Gen students of academic session 2024-25
- **Venue:** Dinabandhu Mahavidyalaya, Bongaon
- **Students per batch:** 40
- **Date of Commencement of the Course:** *September 20, 2024*

➤ **Course Curriculum**

Topic	Number of Classes	Hours
1. Developing writing skills	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

Principal

IQAC Coordinator

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

Course Coordinator:

Mr. Lilack Biswas (Mob No: 82405 13064)