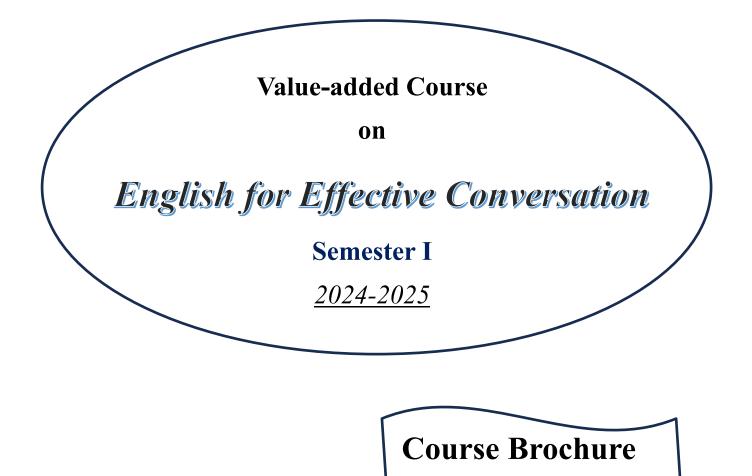
Dinabandhu Mahavidyalaya

# **Department of English**



## 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
- > <u>Refining writing skills</u>: essentials of good style, grammar & usage
- > <u>Developing reading skills</u>: 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**

<u>Module I</u> Developing writing skills; expressions & words to avoid; grammar & usage;

<u>Module 2</u> 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

Торіс	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

## > Course Curriculum

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)