

Syllabus

**SPOKEN ENGLISH**



Offered by

**MORIGAON COLLEGE, MORIGAON**

**2020-2021**

**Department of English**

ADD ON COURSE

DEPT. OF ENGLISH, MORIGAON COLLEGE

CERTIFICATE COURSE IN SPOKEN ENGLISH (CONTACT HOURS: 30 HRS)

PAPER CODE	PAPER TITLE	CREDIT (S)
SE01	SOUND SYSTEMS IN ENGLISH	01
SE02	SPEECH AND COMMUNICATION SKILLS	01
SE03	GRAMMAR AND USAGE	01
		TOTAL CREDITS=03

**PAPERS:**

- A. SE01: SOUND SYSTEMS IN ENGLISH
- B. SE02: SPEECH AND COMMUNICATION SKILLS
- C. SE03: GRAMMAR AND USAGE

**COURSE OUTCOMES (COs):**

1. **Effective Communication:** After completion of the Certificate Course in Spoken English, students would be able to listen, speak and read fluently in English. Face-to-face and telephonic communication skills would be enhanced and improved. Students would be able to make meaning of the world by connecting people, ideas, books, media and technology. They would be able to speak in public without hesitation with careful choice of words and gauging the mood of listeners.
2. **Facing Job Interviews:** Acquire the ability and confidence in facing interviews, participating in group-discussions, conferences, seminars etc. where one is able to overcome a stressful situation amiably through effective verbal expression.
3. **Leadership and Interaction:** Acquire the skills of effective leadership to get along with a group/team in a tactful manner. A student would be able to negotiate with others and resolve conflict by explaining the other party's position as well as his/her own. Developing a professional approach in handling telephone conversation by being polite, warm and friendly; focusing on the objectives of conversation and making a good impression upon others.
4. **Body Language Skills:** Apart from listening, speaking and reading skills, students would acquire body language skills viz. maintaining eye contact with the audience, varying the pitch of the voice, keeping a smiling face and awareness of body language signals.



## **PAPER 1 (SE01): SOUND SYSTEMS IN ENGLISH**

### **OBJECTIVES:**

1. To enable the students acquire phonetic skills necessary for oral skills.
2. To train the students to listen to sounds which are not there in their regional languages.
3. To acquaint the students with the phonological structure of English.
4. To orient the students to Word Accent, Speech Rhythm and the Spoken aspect of the English language.

### **TOPICS:**

Phonemes: Consonants and Vowels (Monophthongs, Diphthongs, Place and Manner of Articulation).  
Phonetic Transcription of Words and Sentences  
Syllables and CVC Pattern  
Rules for word accents  
Weak forms and Strong forms  
Accent Pattern in connected speech  
Intonation

### **ACTIVITIES FOR STUDENTS:**

Loud reading of passages and texts  
Pronunciation of words  
Observation of accents and pronunciation of a given text

### **BOOKS:**

- Balasubramaniam, T. *A Textbook of English Phonetics for Indian Students*. Macmillan: New Delhi, 1999.
- Bansal R.K. and Harrison J.B. *Spoken English for India*. Orient Longman: Mumbai, 2000.
- Chaudhuri, S. *Better Spoken English*. New Delhi: Vikas Publishing House: New Delhi, 2004.
- Hornby, A.S. *Oxford Advanced Learners' Dictionary for Current English*. Oxford: Oxford University Press, 1989.
- Jones, Daniel. *English Pronouncing Dictionary*. 15<sup>th</sup> ed. Cambridge: Cambridge University Press, 1997.
- Katamba, F. *An Introduction to Phonology*. Longman, 1989.
- O'Connor, J.D. *Better English Pronunciation*. New Delhi: Universal Book Stall, 2001.
- Sasikumar, V. and P.V. Dhamija. *Spoken English*. New Delhi: Tata Mc Grow Hill, 2001.

## **PAPER 2 (SE02): SPEECH AND COMMUNICATION SKILLS**

### **OBJECTIVES:**

1. To improve communicative competence of the students
2. To enable the students converse in English in real life situations
3. To train the students to use English for practical purposes
4. To make them aware of the peculiarities of the English Language.

### **TOPICS:**

Greeting others

Introducing oneself

Invitation

Making request

Expressing gratitude

Complimenting and Congratulating

Expressing sympathy

Apologizing

Asking for information

Seeking permission

Complaining and expressing Regret

Communicating in bank, airport, over phone, police station, railway station, interviews, travel agencies etc.

### **ACTIVITIES FOR STUDENTS:**

Using English in mock situations.

### **BOOKS:**

Patil, Z, N. *English for Practical Purpose*. Macmilan: Delhi, 2001.

Smita, K.S. and Annie Pothan. *English Conversational Practice*. Sterling Publications Pvt. Limited.

Bygate, M. *Speaking*. Oxford: Oxford University Press.



**PAPER 3 (SE03): ENGLISH GRAMMAR AND USAGE**

**OBJECTIVES:**

- To acquaint students with modern English Usage.
- Make a choice of appropriate vocabulary items in speech.
- Make use of discourse markers in oral communications.
- Make appropriate use of grammar while speaking.

**TOPICS:**

Parts of speech and their uses, Word formation, Tense and uses, Articles and Uses, Types of sentences and sentence patterns, Synonyms and their uses, Antonyms and their uses

**ACTIVITIES FOR STUDENTS:**

Tests on synonyms, antonyms, word formation

**BOOKS:**

- Leech, Geoffrey and Margaret Deushar. *English Grammar Today*.
- Allen, W.S. *Living English Structure*.
- Wood, F.T. *A Remedial English Grammar for Foreign Students*.
- Thompson and Martinet. *A Practical English Grammar*. Oxford University Press, 1986.



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