

Syllabus

SPOKEN HINDI



Offered by

MORIGAON COLLEGE, MORIGAON

2020-2021

Department of Hindi

ADD ON COURSE

DEPT. OF HINDI, MORIGAON COLLEGE

**CERTIFICATE COURSE IN SPOKEN HINDI (CONTACT
HOURS: 30 HRS)**

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

PAPERS:

- A. SE01: SOUND SYSTEMS IN HINDI
- 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 Hindi, students would be able to listen, speak and read fluently in Hindi. 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

HINDI 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 Hindi.
4. To orient the students to Word Accent, Speech Rhythm and the Spoken aspect of the Hindi 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:

1. हिंदी भाषा का सरल व्याकरण, डॉ. भोलानाथ तिवारी, राजकमल प्रकाशन प्राइवेट लिमिटेड, दिल्ली
2. अच्छी हिंदी, डॉ. भोलानाथ तिवारी, लिपि प्रकाशन, नयी दिल्ली-110002

PAPER 2 (SE02): SPEECH AND

COMMUNICATION SKILLS OBJECTIVES:

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

BOOKS:

1. प्रमाणिक आलेखन और टिप्पण, प्रो. विराज एम. ए, राजपाल एंड संस, दिल्ली
2. कार्यालयीन हिंदी की प्रकृति, चन्द्र पाल शर्मा, समता प्रकाशन
3. शुद्ध हिंदी, डॉ. जगदीश प्रसाद कौशिक, साहित्यागार

PAPER 3 (SE03): HINDI GRAMMAR AND USAGE OBJECTIVES:
To acquaint students with modern Hindi 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:

1. हिंदी व्याकरण, पं. कामता प्रसाद गुरु, इंडियन प्रेस लिमिटेड प्रयाग
2. शिक्षार्थी व्याकरण और व्यवहारिक हिंदी, स्नेह लता प्रसाद, राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद


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Principal & Secretary
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