



# MAHATMA GANDHI UNIVERSITY

## DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

### CERTIFICATE PROGRAMME IN COMMUNICATIVE ENGLISH

### SYLLABUS

Duration	: 80hrs
Eligibility	: A pass in Plus Two or Equivalent
Course Fees	: 3200/-
Medium of Instruction	: English

#### INTRODUCTION

Language is the medium that enables living beings to communicate or exchange their ideas, thoughts, and emotions. Proficiency in language using skills enhances the quality of living. In the 21st century, we witness humongous growth in all branches of episteme, and English has become the most spoken language in the world. To be heard and to be updated with the current trends, learning English language will prove to be an added advantage. This course attempts to enable the students to communicate in a better way using English language.

#### SCOPE OF THE COURSE

There is an increased demand for academics and employees who are well-versed in Listening, Speaking, Writing and Reading English across the globe. Also, many academic and career programmes worldwide require prospective international students and employees to submit English Language Testing scores. English is widely said to be the global *lingua franca*. Proficiency in communicative English facilitates effective interaction with people from diverse linguistic backgrounds, fostering understanding and collaboration in various global contexts, such as business, academia, and diplomacy. This course offers possibilities for individuals seeking to enhance their English language proficiency.

The course will engage the students through activities to equip them with the Listening, Speaking, Reading and Writing skills, which will be beneficial in capacitating students to attempt language testing exams and also in communicating and understanding English effectively.

## SYLLABUS

	Language function	Speaking and Listening Skills	Reading and vocabulary Skills	Grammar skills	Writing Skills	Language Lab
<b>Unit 1</b>	Greetings/Introducing oneself	Introducing with greetings, listening for summary	Scanning and skimming	Introduction to tenses	Simple sentence and compound sentences	Vowels
<b>Unit 2</b>	Daily routines Likes and dislikes	Listening for specific information	Predicting from the title	Present tense	Compound sentences and complex sentences/conjunctions Use of comma	Consonants
<b>Unit 3</b>	Instructions Suggestions and advice	Listening for detailed information	Identifying main ideas and supporting sentences	Past tense Modal verbs	Simple, compound and complex sentences with proper punctuation Paragraph organisation	Syllables and strong and weak vowels
<b>Unit 4</b>	Request, enquiry, questioning	Response to requests, questions	Main ideas and supporting sentences Guessing the meaning of unfamiliar words	Modal verbs Can could Must Should Have to	Topic sentence, supporting sentences and conclusion	Stress in two syllable words and longer words
<b>Unit 5</b>	Requesting, seeking permission and making appointments	Response to such requests	Drawing Inferences	Modal verbs (2)	Paragraph writing more in details and examples/ Request letter	Compound words
<b>Unit 6</b>	Describing people, places and things	Drawing information from description	Generating questions	Formulating questions using who, what, when....etc.	Descriptive paragraph	Phrases and pauses
<b>Unit 7</b>	Comparison		Distinguishing between fact and opinion	Comparing adjectives er and est	Compare and contrast paragraph	Speak, write and read it
<b>Unit 8</b>	Narration Agreeing and disagreeing and sharing opinion		Recognizing sequence of events inferring attitude/feeling/mood	Using past simple and past perfect Prepositions	Narrative paragraph Opinion paragraphs	Strong and weak forms: pronouns and possessives
<b>Unit 9</b>	Invitation Complaining and apologizing	Make and respond to requests and invitations	Note taking	Prepositions (2)  Singular and plural using Some, few, a few, much, many, a lot, lots of, ...etc.	Invitation letter  Write a simple report	Strong and weak forms: articles and auxiliary verbs  Pronouncing s, es, and ed endings
<b>Unit 10</b>	Working in a team: Role plays and debates		Problem solving	Phrasal verbs	Writing a plan	Intonation in story telling
<b>Unit 11</b>	Making a short presentation: PPT		Summarizing	Relative clauses	Writing phrases for PPT	Intonation in phrases and sentences

### References:

- Doff, Adrian and Christopher Jones. *Language in Use*. Cambridge U Press, 2000.
- *Language in Use*. Edited by Patrick Griffiths, Andrew John Merrison and Aileen Bloomer, Routledge, 2010.
- *Learning English as a second Language*. Edited by Anne Burns and Jack C Richards, Cambridge U Press, 2018.
- O'Connor, J. D. *Better English Pronunciation*, Cambridge U Press, 1967.