

Department of English
Certificate Course
English Language Skills

Course Code	Total Hours	Time
ENGLS 21-22	30	3.30pm to 4.30pm

Course Outcome

To familiarize the students with the use of English in communication and help them:

- Acquire the ability to expand their linguistic resources to enhance communicative competence
- To develop listening, speaking, reading and writing skills in such a way that they improve the ability to exchange information, grasp and express ideas, feelings etc. with clarity and confidence
- To increase the employability of the students by improving their overall communicative efficiency

Module 1

Root words, synonyms and antonyms, phrasal verbs and idioms
One-word substitutions; Easily confused words, spellings
Correction of errors in a sentence, Rearranging words in a sentence
Rearranging sentences for a meaningful passage

Module 2

Telephone and Mobile Phone Etiquette.
Email – The major elements.
Applying for a job – Preparing a CV – Cover letter – Leave letter
Preparing for an Interview

Module 3

Presentation Skills
Group Discussions – Difference between GD and Debate- Types of GD – Opening of a GD – Summarizing a Discussion – Tips for GD
Professional Etiquette – Learning to greet, art of small talk

Books for Reference:

1. Kumar, Sanjay & Pushpa Latha, *English Language and Communication Skills*. Oxford University Press India.
2. *Towards Academic English: Developing Effective Writing Skills*. New Delhi: Cambridge UP, 2007.
3. *Oxford Guide to Effective Writing and Speaking*. OUP, 2007.
4. *English for Careers*. Pearson, 2009
5. Kaul, Asha. *The Effective Presentation*. New Delhi: Response
6. *English for Career Development*. Orient Longman, 2006.

Online Content

1. [Mastering the Art of the Interview | Ashley Rizzotto | TEDxNSU - YouTube](#)
2. [How to Have a Good Conversation | Celeste Headlee | TEDxCreativeCoast - YouTube](#)
3. [Learning a language? Speak it like you're playing a video game | Marianna Pascal | TEDxPenangRoad - YouTube](#)