

## Syllabus

### **Add on Course for Spoken English Department of English Mangaldai College**

#### **Introduction:**

This paper introduces students to the skills of attaining basics of effective communication in English. It charts through the various needs and requirements of a new learner into the domain of English language speaking. The paper covers a range of units starting from listening skills to reading skills to writing and composing.

#### **Course Objectives**

- Build the basic foundation for English communication skills.
- To prepare the students for a competitive English environment.

#### **Course Outcomes:**

- Acquire a basic understanding of the technicalities of speaking the English language.
- Learn to draft applications, notices, reports and other compositions.
- Learn to hone the listening and vocabulary skills and apply it in daily communication.
- Master the art of public speaking.
- Develop conversational skills in English.
- Get a better grasp of grammatical depth.

#### **Unit I (Listening Skills)**

- Listening to audio and answering questions based on it.

#### **Unit II (Discussions and Interactions)**

- Formulate groups and let them speak and write on a topic.
- Have a discussion on it.

### **Unit III (Reading Skills)**

- Reading Comprehension from different texts.
- Contextual reading.

### **Unit IV (Dialogues)**

- Writing/Formulating and Speaking.

### **Unit V (Public Speaking)**

- Oration on different topics
- Recitations
- Elocutions

### **Unit VI (Basic Grammar)**

- Practice and Enhance basic grammar skills.

### **Unit VII (Story Writing)**

- Formulating stories from an outline.

### **Unit VIII (Notice/Letter Writing Skills)**

- Develop skills to write letters and notices.
- Knowledge of Format

### **Unit IX (Application Writing)**

- Learn to write and compose formal applications.

### **Unit X (Note Making/Draft Making/ Precis Writing)**

- Learn to make notes
- Compose formal drafts
- Precis Writing

### **Unit XI (Vocabulary Tasks)**

- Vocabulary enhancement tasks.

### **Unit XII (Film Screening sessions)**

- Screening of movies of literature

- Discussions on the movies
- Habit of developing thinking skills

### **Unit XIII (Essay Writing)**

- Writing essays on chosen topics

### **Unit XIV (Conversation on current affairs)**

- Developing a habit of getting a hold on current affairs and have a conversation on it.

### **Unit XV (Writing and composing Emails)**

- Developing the skills of writing and composing emails

### **Mode of Evaluation:**

- ❖ **Group Discussion: 20 Marks**
- ❖ **Oral Presentation: 20 marks**
- ❖ **Class Interaction: 10 marks**
- ❖ **Written Examination: 50 marks**