

**GOVERNMENT GENERAL DEGREE COLLEGE
KALNA-I**

**ADD-ON COURSE
ON
COMMUNICATIVE
&
FUNCTIONAL ENGLISH**

INTRODUCTION

SL. NO.	TITLE	CONTENT
1	Context	In order to meet the demand of Under Graduate level students entering into the next phase of higher education and vocational life.
2	Prerequisite	Current under graduate students with basic understanding of English language as a medium of communication.
3	Course objective	The main thrust is on comprehending the nuances of listening, speaking, reading and writing English. The course is a step towards preparing the learners to encounter situations with confidence.
4	Program highlights and unique features	The syllabus for Communicative and Functional English incorporates/focuses on four basic language skills: listening, speaking, reading and writing along with an emphasis on grammar, vocabulary and phonetics. The syllabus has been designed in a learner-centric pedagogic mode with a view to enriching the students entering the broader aspects of life. The students will be able to make the most of the opportunity of tertiary education and realize their full potential.
5	Career prospect	Enhancement of employability and widening of scope in vocational life in this new competitive and globalized world.
6	Faculty requirements	Internal (Dept. of English) & External
7	Modern pedagogy	Flipped model of learning & Continuous and Comprehensive Evaluation
8	Course fee	Nil
9	Intake capacity	Max. 15 students per group
10	Contact hours	30 hrs
11	Course duration	Classes: One class - 1 hr One day - 2 Classes One week - 2 Days Classes – 15 Days Final Assessment – 16th day Total Course duration : 8 weeks/ 30 hrs.

12	Class duration	1 Class-1 hr. 2hrs / day. 2 days/week.
	Tutorial	If required to be adjusted with lesson plan
13	Course Content	Detailed course content attached herewith in Annexure I
14	Course outcome	The expected outcome of course will be to make the students competent communicators in English. It aims to develop in the learners the ability to understand English in a wide range of contexts and to look for employment in the modern globalized world.
15	Assessment process and grading	i. Attendance ii. Continuous assessment tool iii. Project based assessment iv. Written test v. Viva-voce
16	Student feedback	After every module/ Unit via Google Form.

COMMUNICATIVE AND FUNCTIONAL ENGLISH

COURSE DETAILS

Instructional Hours: 30 hours

Total: 30 Lectures

COURSE AT A GLANCE

Units	Unit Title	Lectures (Total: 30)
I	Elements of Communication	4
II	Grammar, Phonetics and Vocabulary in Context	4
III	Listening Skills	5
IV	Speaking Skills	5
V	Reading Skills	6
VI	Writing Skills	6

GROUP A

UNIT I: ELEMENTS OF COMMUNICATION

1. Introduction to Communication

- i. Meaning, Definition and Concept of Communication
- ii. Communication Model with Examples
- iii. Process of Communication and Responsible Factors

2. Verbal Communication:

- i. Personal, Social and Business
- ii. Intra-personal, Inter-personal and Group Communication
- iii. Workplace Communication

3. Non-Verbal Communication

- i. Meaning and Different Areas
- ii. Kinesics or Body Language
- iii. Proxemics or Spatial Language
- iv. Language of Signs and Symbols

4. Basic Language Skills – Listening, Speaking, Reading and Writing

UNIT II: GRAMMAR, PHONETICS AND VOCABULARY IN CONTEXT

1. Grammar

- i. Parts of Speech
- ii. Articles
- iii. Tenses
- iv. Types and Transformation of Sentences
- v. Verbals and Modals

2. Phonetics and Pronunciation Basics

- i. Segmental Features
- ii. Supra-segmental Features
- iii. Paralinguistic Features and Pronunciation of Words

3. Vocabulary

GROUP B

UNIT III: LISTENING SKILLS

1. Listening Comprehension
2. Effective Listening
3. Listening to Speeches/Talks

UNIT IV: SPEAKING SKILLS

1. Introducing Self and Others
2. Making Speeches and Presentation
3. Speech & Situation/ Context
4. Participating in a Group Discussion or Debate
5. Having a Telephonic Conversation, Compering, Anchoring and Role Play
6. Dialogue and Interview

UNIT V: READING SKILLS

1. Reading Comprehension

- i. Purpose of Reading
- ii. Types of Reading

2. Strategies of Reading

Skimming and Scanning

UNIT VI: WRITING SKILLS

Methods of Writing

- i. Writing a Paragraph
- ii. Letter Writing
- iii. Writing Notices and Announcement
- iv. Report Writing
- v. Journal (Diary) Writing
- vi. Writing Cover Letter and Resume
- vii. Writing E-mail
- viii. Job Application

LEARNING RESOURCES

1. Gupta, S.M. Gupta and Alpana Gupta. Grammar and Composition for Communication. Kolkata, Orient Blackswan, 2009.
2. Farhathullah, T. M. Communication Skills for Technical Students. Kolkata, Orient Blackswan, 2010.
3. Yardi, V. V. English Conversation for Indian Students. Kolkata, Orient Blackswan, 2009.
4. Connor, J. D. O. Better English Pronunciation. UK, Cambridge, 2010.
5. Jones, Daniel (Ed.). Cambridge English Pronouncing Dictionary. Delhi, Cambridge University Press, 2011.
6. Kumar, Suresh E., B. Sandhya, J. Savitri and P. Sreehari. Communication for professional Success. Kolkata, Orient Blackswan, 2014.
7. Teaching and Learning English. Kolkata, Orient Blackswan, 2013.
8. Sadanand, Kamlesh and Susheela Punitha. Spoken English: A Foundation Course, Vol_I. Kolkata, Orient Blackswan, 2008.
9. Sadanand , Kamlesh and Susheela Punitha. Spoken English: A Foundation Course, Vol_II. Kolkata, Orient Blackswan, 2008.
10. Sadanand, Kamlesh. Teaching, Listening & Speaking. Kolkata, Orient Blackswan, 2012.
11. Sreedharan, Josh. *The Four Skills for Communication: An English Language Course*. New Delhi: Foundation Books, 2014.
12. Sen, Leela. *Communication Skills*. New Delhi: Prentice Hall of India, 2007.
13. McCarter, Sam, Norman Whitby. *Writing Skills*. India: Macmillan Education, 2009.
14. Kumar, Sanjay and Pushp Lata. *English for Effective Communication*. India: Oxford University Press, 2013.
15. Jonathan, Marks. *English Pronunciation in Use*. New Delhi: Cambridge University Press, 2007.

ASSESSMENT STRATEGIES

Units	Unit Title/ Criteria	Lectures (Total: 30)	Evaluation Strategies
I	Elements of Communication	4	Project and Presentation
II	Grammar, Phonetics and Vocabulary in Context	4	Vocabulary Test
III	Listening Skills	5	Conversation Test
IV	Speaking Skills	5	Creative Ability Test
V	Reading Skills	6	Comprehension Test (MCQ)
VI	Writing Skills	6	Composition Test

EVALUATION MODALITIES

Name of Assessment	Formative		Summative			Total Marks
	Unit end (6 Unit)	Midterm Project	Theory (Written test)	Viva-Voce (By External Peers)	Attendance	
Marks Allotted	10 X 6 = 60	15 (Dissertation -10 + Presentation-5)	10	10	05	100

TABLE FOR QUALIFICATION

Score on 100% points	Grade
90 to 100	O – Outstanding
80 to 89	E – Excellent
70 to 79	A – Very Good
60 to 69	B – Good
50 to 59	C – Fair
Below 50	F – Failed

RULES AND REGULATIONS

1. Students must attend all the assessments that have been scheduled to be eligible for certification.
2. Total marks of assessment will be 100 marks.
3. Minimum 50% has to be scored to receive any certificate. There will be only one attempt allowed for assessment. No provision for backlog clearance.
4. Students must attend minimum 50% of classes to receive any certificate. Marks for attendance will be as followed

Attendance	Marks Allotted
≥ 90%	5
80% -89%	4
70% - 79%	3
60% - 69%	2
50% - 59%	1
Below 50%	Not Eligible for certificate

5. General “Rules and Regulations” of the college must be followed without any exception.



Government General Degree College, Kalna – I

(Affiliated to The University of Burdwan)



30 Hours Add-on Course on Communicative & Functional English

GRADE CARD

Name

Roll Number

Programme

Session

Assessments	Total Marks	Marks Obtained
Unit End Assessment	60	
Midterm Project	15	
Final Assessment	25	
Total	100	

Grade :

Dated: 19th day of November, 2021

Signature of Course Co-ordinator

Pic. 1 : GRADE CARD for ADD-ON COURSE on COMMUNICATIVE AND FUNCTIONAL ENGLISH



Government General Degree College, Kalna – I

(Affiliated to The University of Burdwan)

Certificate of Completion

This certificate is awarded to

Name of Student

for successfully completing the requirements of the

**30 Hours Add-on Course on
Communicative & Functional English**

and obtained Grade 'A'

Dated: 19.11.2021

(Prof.) Dr. Krishnendu Dutta
Principal

Pic. 2 : CERTIFICATE of COMPLETION for ADD-ON COURSE on COMMUNICATIVE AND FUNCTIONAL ENGLISH