

Spoken English

Description

About Course

- If You Want To Take This Course **Online** , The Course fees Will be **1000 rupee/month**.
- If You Want To Take This Course **Offline**, The Course fees Will be **1200 rupee/month**.
- Course Duration **6 months**.
- (Strictly in MONTHLY system) and ONE-month advance, which will be, adjust in the last month of the course.
- Small group of Study (At-Least **10 students** & At-most **15 students** in ONE group).
- The Course Will be taken **2 Days/Week and 2 Hours /Day**.

Aim:

1. Ability to read English with ability to read English with understanding and decipher paragraph patterns, writer techniques and conclusions.
2. Skill to develop the ability to write English correctly and master the mechanics of writing the use of correct punctuation marks and capital letter.
3. Ability to understand English when it is spoken in various contexts.

Objective:

1. To enable the learner to communicate effectively and appropriately in real life situation.
2. To use English effectively for study purpose across the curriculum.
3. To use R,W,L,S and integrate the use of four language skills like Reading, Writing , Listening and Speaking.
4. To revise and reinforce structures already learnt.

Aim:

1. Basic knowledge of English Language.

Syllabus

Chapter Name of the Topic

1. Grammar

Correction of sentence, Vocabulary / word formation, Single word for a group of words, Fill in the blank, transformation of sentences, Structure of sentences **Active / Passive Voice** **Direct / Indirect Narration**.

Hours 6

Marks 10

2. Essay Writing

Descriptive **Comparative** **Argumentative** **Thesis statement**-
Structure of opening / concluding paragraphs **Body of the essay**.

Hours 5

Marks 10

3. Reading Comprehension

Global â?? Contextual â?? Inferential â?? Select passages from recommended text .

Hours 5

Marks 10

4. Business Correspondence

Letter Writing â?? Formal.Drafting.Biodata- Resumeâ??- Curriculum Vitae.

Hours 5

Marks 10

5. Report Writing

Structure, Types of report â?? Practice Writing.

Hours 5

Marks 10

6. Communication skills

Public Speaking skills, Features of effective speech, verbal-nonverbal.

Hours 5

Marks 10

7. Group discussion

Group discussion â?? principle â?? practice.

Hours 5

Marks 10

Sub Total:

Total Hours: 36

Final Exam Marks: 70

Continuous Assessment Examination & Preparation of Examination= 30

Final Total Marks: 100

Assignments: Based on the curriculum as covered by the subject teacher.

List of Books: Text Books:

1. Mark MaCormack, Communication
2. John Metchell, How to write reports

Date Created

November 2, 2025

Author

jobcard