

SYLLABUS FOR CERTIFICATE COURSE IN SPOKEN ENGLISH

CCSE 01: Phonetics and Phonology

- The Speech Mechanism
- Description & production of English Consonants
- Description & production of English Vowels
- Syllable, Stress and Intonation
- Usage and Practice
- Pronunciation

CCSE 02: Functional Grammar

- Verbs and its Types
- Tenses and their use
- Conditionals, Modals and Auxiliaries
- Use of definite and indefinite articles
- Phrasal expressions, Use of same words as different parts of speech
- Use of Propositions
- Vocabulary building, Antonyms, Homophones, Homonyms and Polysemy

CCSE 03: Communication Skills

- Introduction to Communication
- Types of Communication (Verbal and Non-Verbal)
- Face to Face communication and Telephonic Communication
- Productive Skills and Respective Skills (Reading, Writing, Speaking and Listening)
- Barriers to Communication (Physical barriers, psychological barriers etc)
- Body language (Eye contact, facial expression, gestures and posture and body movements)

CCSE 04: English in Everyday Communication

- Discussions on current topics
- Conversations
- Role play
- Simulation
- Presentation
- Group Discussions
- Interviews