



**TECNIA INSTITUTE OF ADVANCED STUDIES**  
**GRADE "A" INSTITUTE**  
Approved by AICTE, Ministry of Education Govt. of India, Affiliated to GGSIP University  
Recognized Under Sec. 2(f) of UGC Act 1956  
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## Syllabus of Value Added Course

### Certificate Course in Communicative English

|                   |      |        |            |                  |
|-------------------|------|--------|------------|------------------|
| COURSE CODE: CCCE | L: 2 | T/P: 0 | CREDITS: 2 | Total Marks: 100 |
|-------------------|------|--------|------------|------------------|

#### Course overview:

Certificate Course in Communicative English provides a comprehensive understanding of spoken and written English. Through interactive sessions, students develop fluency, grammar proficiency, and communication skills. The curriculum covers practical scenarios, including presentations, interviews, and discussions. By the course's end, participants gain confidence in expressing themselves effectively in English.

#### Course outcomes:

- Enhance their spoken and written communication skills in English.
- Develop proficiency in grammar, vocabulary, and pronunciation.
- Acquire the ability to express ideas confidently in various social and professional settings.
- Demonstrate effective communication strategies for real-world scenarios, such as interviews, presentations, and group discussions.

#### Module 1

1. Different types of spoken English - British, American and Indian (3hrs)
2. Phonetic Transcription (3hrs)
3. E-mail Writing (3hrs)

#### Module 2

1. Reading Comprehension (3hrs)
2. Syntax - different types of sentence formation (3hrs)
3. Writing CV (3hrs)

#### Module 3

1. Transformation of sentences (3hrs)

2. Story writing (3hrs)

#### **Module 4**

1. Use and importance of English language in media (3hrs)
2. Listening News/ Conversations/ Telephonic conversations (3hrs)

#### **Examination Scheme:**

| <b>Components</b>                               | <b>Marks</b> | <b>Grading Marks</b> |
|---|--------------|----------------------|
| Quiz Tests/Class Assignments/Home Assignments   | 40           | 4                    |
| Seminar/ Class Presentations /Class Performance | 30           | 3                    |
| Viva-voce                                       | 30           | 3                    |
| <b>Total</b>                                    | <b>100</b>   | <b>10</b>            |

#### **References:**

1. Bhatnagar, N., Bhatnagar, M. (2010). Communicative English for Engineers and Professionals: India: Pearson Education India.
2. English and Communication Skills. (2021). (n.p.): Abhishek Publications.
3. Shaikh, F. (2016). Communicative English for Intermediate Level. (n.p.): CreateSpace Independent Publishing Platform.
4. Anohar, B., John, A. (2018). Pursue English Through Communication: Communicative English. (n.p.): Amazon Digital Services LLC - KDP Print US.

**i. Approved in the 41<sup>st</sup> Meeting of the Departmental Academic Committee held on 24/07/2023  
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