

Kavayitri Bahinabai Chaudari North Maharashtra University, Jalgaon
Ordinance 181

Proposal for Educational year 2023 to 2026

**College Name : Dhandai Arts and Science College, Amalner, Tal.Amalner,
Dist.Jalgaon**

Title of the Course : "Certificate Course in Spoken English and Communication Skills"

Aims / Objectives of the Course : • To enable students to communicate in English.

• To enable students to develop Communication Skills.

Duration of Course : ONE year.

Course Structure : Fees : Rs. 500/- (Rupees Five Hundred Only)

Paper I :- Basics of Spoken English.

Paper II :- English Language and Communication Skills.

Paper III :- Practical Work.

Eligibility for Admission : 12th pass.

Skeleton of Course :

Sr. No	Paper	Name of the Subject	Theory/ Practical	Teaching Hours	Maximum marks allotted			Passing			Credit
					External	Internal	TOTAL	External	Internal	TOTAL	
1	Paper-I	Basics of Spoken English.	Theory	90	60	40	100	24	16	40	6
	Paper-II	English Language and Communication Skills.	Theory	90	60	40	100	24	16	40	6
	Paper III	Practical Work.	Practical	120	60	40	100	24	16	40	8

Minimum Staff. : 2 (Two)

Mode of Examination : Theory and Practical

Detail Syllabus. : Attached as Appendix I, II



Tawar PM
Principal
Dhandai Arts & Science
College, Amalner, Dist. Jalgaon

D.M.E.S.'s Arts and Science College,
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COURSE STRUCTURE

Certificate Course in

“Spoken English and Communication Skills”

- Paper I :- Basics of Spoken English.
Paper II :- English Language and Communication Skills.
Paper III :- Practical Work.

Nature of Examination

1 Theory Examination. :

Paper-I : 60 Marks

Paper-II : 60 Marks

2 Internal Examination :

Paper-I : 40 Marks

Paper-II : 40 Marks

3 Practical Examination

Paper-III : 100 Marks

Paper - I 100 Marks

Paper - II 100 Marks

Paper - III 100 Marks

TOTAL 300 Marks



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(Appendix -B)

SYLLABUS

“Spoken English and Communication Skills”

PAPER I: Basics of Spoken English

100 Marks 90 Periods

No.	<u>Terms - I</u>	Periods (45)	Marks (50)
1	Introduction to the Grammatical Items.	08	05
	i) Subject and Predicate.		
	ii) The parts of Speech.		
	iii) Kinds of Noun.		
	iv) Clauses and its types.		
2	Word Formation and Vocabulary Building.	12	15
	i) Learning Vocabulary		
	ii) Organizing Vocabulary.		
	iii) Using a Dictionary.		
	iv) Prefixes and Suffixes.		
	v) Words and their uses.		
3	Connecting & Linking Words.	12	15
	i) Time		
	ii) Condition.		
	iii) Singular and Plural.		
	iv) Degree and its use.		
	v) Using Adverbials.		
4	Sentence Structure.	13	15
	i) SVOC pattern.		



	ii) Framing sentences.		
	iii) Direct and Indirect object.		
	iv) Sentence structure of Active & passive voice.		

No.	<u>Terms - II</u>	Periods (45)	Marks (50)
5	Information and Reality.	10	12
	v) Statements, Questions and Responses.		
	vi) Denial and Affirmation.		
	vii) Agreement and Disagreement.		
	viii) Facts and Hypothesis.		
6	Mood, Emotion and Attitudes.	10	12
	i) Describing Emotions.		
	ii) Dressing Attitudes.		
	iii) Speaking of world view.		
	v) Ways of Thinking.		
7	Phrasal Verbs and Idioms	12	13
	i) Basics of Phrasal Verbs & Idioms.		
	ii) Describing People and Places.		
	iii) Describing Personal Life.		
	iv) Work and Study.		
8	Grammatical Items in use.	13	13
	i) General		
	ii) Auxiliary Verbs.		
	iii) Adjectives and Adverbs.		
	iv) Comparison.		
	v) Articles and Pronouns.		



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SYLLABUS

Paper - II

English Language and Communication Skills

100 Marks 90 Periods

No.	<u>Terms - I</u>	<u>Periods (45)</u>	<u>Marks (50)</u>
1	Introduction to the English Language.	08	08
	i) Language.		
	ii) The Importance of English.		
	iii) Influence of Mother tongue & English.		
2	Tense and Their Practical use.	12	12
	i) Time and Tense.		
	ii) Expressing Past.		
	iii) Expressing Present.		
	v) Expressing Future.		
3	Meaning in Connected Discourse.	13	15
	i) Linking Clauses and Sentences.		
	ii) Presenting and Focusing Information.		
	iii) Sentence Completion.		
	iv) How to Avoid errors.		
4	Listening Carefully.	12	15
	i) Pronunciation in English.		
	ii) How to take notes while Listening.		



	iii) Increasing Vocabulary through Listening.		
	iv) Understanding Syntax.		

No.	<u>Terms - II</u>	Periods (45)	Marks (50)
5	Communication Skills; Reading & Writing.	10	10
	i) Reading Comprehension		
	ii) Reconstructing Passages.		
	iii) Precise Writing		
	iv) Letter Writing.		
6	Academic Writing.	10	10
	i) Student Life and Writing.		
	ii) Report Writing.		
	iii) Writing Style and Format.		
	v) How to write Paper / Essay / Answer.		
7	Communication Skill; Speaking.	13	15
	i) Speaking for Friendly Communication.		
	ii) Influencing People.		
	iii) Delivering a Speech.		
	iv) Group Discussion.		
8	Speaking at Various Levels.	12	15
	i) Society & Institution.		
	ii) The Media.		
	iii) Health & Technology.		
	iv) Relationship.		
	v) Environment.		
	vi) Travel & Life Style		



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Paper - III

Practical Work

100 Marks

120 Periods

No.	Practical	Marks (50)
1)	Practice at Language Laboratory.	20
2)	Listening and Understanding English through Audio-Visual Aids.	10
3)	Practical about Vocabulary Building..	10
4)	Speaking According to Situation.	10
5)	Group Discussion.	10
6)	Mock Interview.	10
7)	Writing & Presentation / Home Assignment.	10
8)	Delivering a Speech / Presenting.	10
9)	Using Phrasal Verbs & Idon's	10
	TOTAL	100

Teaching Staff

1. Dr. Liladhar Shivajirao Patil M.A.(Eng.), M.Phil (NET), Ph.D.

2. Prof. Minakshi Ingole M.A.(Eng.) (NET)



Principal
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