



**CERTIFICATE COURSE ON COMMUNICATIVE ENGLISH**  
**Department of English**  
**North Kamrup College, Baghmara**  
**Session- 2021-22**

**About the course**

Communicative English is an approach to language teaching in which a student learns from real life interaction, which can help to reinforce the value of their studies. To communicate means "to interchange thought, feelings, information, or the like, by writing, speaking, etc." It is a course that enables learners to communicate in English and in the process learn English. The primary focus will be communicative function: agreeing/disagreeing, requesting permission, asking/answering question, advising, narrating, describing and the like. Learners will be learn to interact in both formal and informal context. This course on Communicative English aims to provide the students with a formal exposure to the personal and professional communicative skill. In this practical approach students will have an exposure to the technical tools to develop both reading and writing communication. The students will develop skills about how to converse and communicate. The course will pave way for the students to enter the professional field with confidence.

**Course Objective**

- To enable the learners gain basic English Grammar and conceptual Knowledge in English language.
- To empower the learners with skills necessary for local placements.
- To help the students develop a sophisticated awarness of the structure of English, its heritage, and role in the world today.

**Course Outcome**

- Develop vocabulary and improve the accuracy in grammar.
- Produce words with right pronunciation.
- Improve LSKW listening, speaking, reading and writing skills and the related sub-skills.
- Speak with more confidence
- Analyze and Utilize body language to their advantage.

**Who can attend?**

- Candidates who have passed in 10+2 classes or its equivalent.
- Those candidates who are not able to join regular course in the colleges for various reasons.

**Duration: Minimum 30 Contact hours**



**Corse Co-ordination Committee**

**Advisor**

Principal  
 North Kamrup College, Baghmara

**Course Convonor**

Gutimali Goswami, Assistant Professor  
 Dept. of English  
 North Kamrup College, Baghmara

**Course Co-ordinator**

Nitu Moni Das, Assistant Professor  
 Dept. of English  
 North Kamrup College, Baghmara

**How to Apply?**

The admission procedure shall be followed as per the College guidelines.

**Last date of registration : 15/10/2021**

**Who will take classes?**

Full-time teachers from the department of English, North Kamrup College will take the classes. The teaching-learning method will be of blended mode. Teachers/faculties from other colleges will also be imparting lessons in the Course.

SYLLABUS FOR  
COMMUNICATIVE ENGLISH COURSE

Programme Objectives:

- To enable the learners gain basic English Grammar and conceptual knowledge in the English language.
- To empower the learners with skills necessary for local placements.
- To help the students develop a sophisticated awareness of the structure of English, its heritage and role in the world today.

Target Group of Learners:

- Those candidates who have passed in 10+2 classes or its equivalent.
- Those candidates who are not able to join regular course in the colleges for various reasons.

Instructional Delivery Mechanism

Through E-Classes (Practical)

Through Study Materials (Theory)

Procedure for Admission:

1 Admission Policy: The admission procedure shall be followed as per the college guidelines.

2 Eligibility: 1. Those candidates who have passed 10+2 classes or its equivalent.

Duration of Course: 3 Months

#### PAPER 1 – Introduction

1. What is communication? Definition of communication as a transference of sounds and symbols between the sender and receiver by which an understanding is reached.
2. Verbal and non-verbal modes of communication.
3. Function and Role of effective communication.
4. The process of communication – the four skills of listening, speaking, reading and writing. (LSRW)

#### PAPER 2 – Active Listening and Effective Reading

1. Listening skills – reiteration and application of concepts
2. Reading skills – reiteration and application of concepts
3. Listening Comprehension – speeches (general and business) professional texts (based on business reports/work related issues/ current affairs/ environment etc).
4. Reading comprehension texts (business and work related texts/speech texts/ current affairs etc)

#### PAPER 3 – Professional Speaking

1. Speaking skills – reiteration of concepts
2. Group Discussion and Debate
3. Presentation
4. Mock Interview

#### PAPER 4 – Business Writing

1. Principles of Communicative Writing
2. Business Letters – application, enquiry, complaints, reservations
3. E –Mails

4. CV Writing
5. Synopsis and Note taking
6. Reports

Resources:

Objective English, OUP

Further Ahead – Sarah Jones and Greg White, CUP

Company to Company – Andrew Littlejohn, CUP

Communicative English – Meenakshi Raman and Sangeeta Sharma, OUP

Communicative Skills for Professionals – Nira Konar, PHI

Words – John Seely, OUP

IELTS Papers

Company to Company – Andrew Littlejohn, CUP

Communicative English – Meenakshi Raman and Sangeeta Sharma, OUP

Technical Communication- Meenakshi Raman and Sangeeta Sharma, OUP

Business Communication – Meenakshi Raman and Prakash Singh, OUP

Websites: English Listening Lounge [www.englishlistening.com](http://www.englishlistening.com),

Learning through Listening [www.learningthroughlistening.org](http://www.learningthroughlistening.org)

BBC Learning English [www.bbc.co.uk/worldservice/learningenglish](http://www.bbc.co.uk/worldservice/learningenglish)