

**Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardee)**  
**Pravara Rural Education Society's**  
**Arts Commerce and Science College Alkuti**  
**Tal-Parner Dist- Ahmednagar**

**Certificate Course of Spoken English**  
**Syllabus**

About the Course: This course is conducted for developing the communication skill of the students. It will be useful for fluency in English Language. It will be beneficial for students in this scientific technological and modern society. Students will become the best citizens and will get the best status in the society. It will increase their confidence, and will be able to get employment.

**Objectives:**

- 1 To enhance the communication skill in English.
- 2 To develop positive attitude towards English language.
- 3 To enrich self confidence among the students
- 4 To qualify students to work globally.
- 5 To develop culture of translation among students.

**A) Syllabus:**

A) Pronunciation:

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|---------------------------|---------------------------------|
| 1. The basic sounds.      | 2. Letter and sound             |
| 3. Sound and Sound groups | 4. Words and utterances.        |
| 5. Consonants and vowels. | 6. Words, stressed, unstressed. |
| 7. Pronunciation          | 8. Intonation                   |

**B) Grammar:**

- |                              |                                |
|------------------------------|--------------------------------|
| 1. Parts of speech.          | 2. Basic sentence pattern      |
| 3. Tenses                    | 4. Direct and Indirect speech. |
| 5. Active and Passive Voice. | 6. Common mistakes in English  |

**C) Developing Vocabulary:**

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|--------------------|--|
| 1. Word formation: | Affixation, compounding, Blending, Acronyms.   |
| 2. Word Games:     |  |
| 3. Word families:  | Word families based on nouns<br>Word families based on verbs<br>Word families based on verbs |

4. Synonyms, hyponyms, antonyms.
5. Homonyms, homographs, homophones.
6. One word for many.
7. Parts of the body and corrected words.
8. Words in daily use- Vegetables, Ornaments, and Occupations.
9. Idioms and Proverbs.
- 10 Phrasal Verbs.
11. British and American English.
12. Current words.
13. Words often confused.

**D) Conversation:**

A) Greeting/Manners

1. Introducing someone/yourself
2. Invitation.
3. Thanking.
4. Apologizing
5. Complementing.
6. Asking and giving directions.
7. Telephone Conversation.

B) Role playing.

1. At the post office.
2. At the Bank.
3. Helping friends.
- 4 .Apologizing
5. Casual Meetings
6. At social gatherings.
7. Friends talk about their ambitions.
8. The importance of spoken English.

C) Group Discussion

- d) Mock Interview/ Job Interviews.
- e) Speeches.

**E) Writing Skills:**

- |                   |                  |
|-------------------|------------------|
| 1. Paragraph      | 2. Essay writing |
| 3. Letter writing |                  |

**Methodology:**

- |                 |                     |
|-----------------|---------------------|
| 1. Lectures     | 2. Group Discussion |
| 3. Role playing | 4. Audio Session.   |

**Evaluation:**

Gradation based on the students' performance

Course Outcomes:

To increase Fluency in English Language.  
To increase confidence and stage daring.  
To develop personality and communication Skills.  
To improve their pronunciation, Grammar.  
To improve writing skills.

**Faculty: The classes shall be conducted by the faculty Of English Department, A.C.S. College Alkuti  
Parner**

Duration of the Course: 61 Hrs.

Scheme of Study: Theory= 50% Practical-50%

No. of times offered in a year: Once

Fees: Rs.200/-

Maximum Participant: 35 Students

Certification: All successful shall be awarded a certificate.