



## CERTIFICATE COURSE ON COMMUNICATION SKILLS IN ENGLISH

### Learning Objective

The English department conducts a Certificate Course on “Communication Skills in English.” This course has successfully run its course since 2017 taking into consideration the need of the hour. Language is a tool with which creative ideas can be triggered off in productive minds. Though General English courses are offered for all the subjects in the curriculum, there is a special need for a specifically relevant programme that caters to the need of learning and teaching the English language, in order to develop the latent talents of the students in the college and to facilitate better communication skills and students will learn to communicate with ease and fluency in the English language

The syllabus of the course includes **phonetics, grammar, vocabulary enhancement practice, techniques to develop critical thinking skills, interactive sessions on communication in daily life and sessions on general awareness.** This course is run by this college, and students who successfully clear the examination, receive a Course Certificate from this institution.

**Duration of Course:** Two Months---Four day in week.

**Eligibility:** Any student who got admission in this institution in B.A and B.Com.

**Total Seat:** 45

### Syllabus

#### Module 1

- Unit 1: Showing the Way.
- Unit 2: At the Railway Station.
- Unit 3: Spending the Holiday. At the Bank.
- Unit 5: Expressing one's Ambition.

#### Module 2

- Unit 6: Seeking Permission.
- Unit 7: Making Apologies.
- Unit 8: Making Suggestions.
- Unit 9: Asking Someone to Repeat Something Said.
- Unit 10: Offering Help.

#### Module 3

- Unit 11: Making Short Speeches.
- Unit 12: Presenting Scheduled Programmes.
- Unit 13: Introducing Persons.
- Unit 14: Narrating Experiences.
- Unit 15: Describing Objects.

#### Module 4

- Unit 16: Preparing Food.
- Unit 17: Helping Someone to Use Gadgets.

Unit 18: Sharing Dreams.

Unit 19: Making Announcements.

Unit 20: Describing Places.

**Module 5**

•Listening Tasks.

Course Co-ordinators: Prof. B J Chaudhari and Prof. B H Chaudhari and Prof.Dr.Hiral Patel  
(Dept. of English)