

CERTIFICATE COURSE in COMMUNICATIVE ENGLISH

Name of the certificate course: Online Communicative English course

Organised by: Department of English in collaboration with IQAC Surendranath College

Objectives of the course: The purpose of this communicative English course is to provide students an opportunity to improve their communication skills in areas such as reading, writing, speaking and listening. Special focus is given on Business Communication for career advancement and confidence building. Since many students come from various socio-economically backward sections of society who are often first-generation learners, the course has an added social relevance.

Syllabus/ Topics to be covered:

SURENDRANATH COLLEGE

COMMUNICATIVE ENGLISH COURSE (COLLEGE SPONSORED)

MODULE – I

Remedial Grammar – Major focus on Tense and their uses, Transformation of Sentences, Phrases and Clauses, Active and Passive Voice.

MODULE – II

Writing – Formal Letters, Job Application, CV or Resume Writing, Précis Writing, Expansion or Descriptive Writing, Report Writing, Script Writing for Announcement.

MODULE – III

Introduction to Media (Radio and Television), Communication: Definition and Types, Forms of Communication, Broadcasting: Responsibilities and Codes for Broadcasters, Social Broadcasting, Media and Society, Social Acceptance and Influence of Media.

MODULE – IV

Business Communication – Writing Circulars, memos, notices, meeting minutes; writing summaries of letters; sending mails, replying to mails; business telegrams; writing advertisements; editing draft letters and proofreading; making corrections; facing interviews and probable interview questions.

MODULE – V

Note Taking – SQ3R Method, Cornell Method, KWL Method.

MODULE – VI

Practical – PowerPoint Presentation, Debate, Conversation.

Duration of the Course: 3 Months Every Saturday from 3 p.m. to 5 p.m. commenced from July 2021

Course Fee: Rs. 300/-

Examination/Evaluation Process: Written and Viva

No. of Seats in the Course: 112

Course Coordinator: Mr. Sudipta Saha, Department of English, Contact - 8240404940