

# **Sh. L.N. Hindu College, Rohtak**

Affiliated to M.D.University, Rohtak

A Post Graduate Co-Educational College, Bhiwani Road, Rohtak

Accredited by NAAC with 'B' (2.74) Grade

## **Certificate Course in Written and Oral Communication Skills**

**Beneficiaries:** All Students

**Duration:** 40 Hours

### **Objectives:**

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

## **Syllabus**

**Theory Marks: 50**

**Presentation Session: 50**

**Total: 100 Marks**

**Time: 3 Hrs**

**Note:** The Examiner will be required to set five Questions based on unit I and unit II. Question No. 01 is compulsory containing Ten (10) short questions carry equal marks (2 Marks each), covering the two units. In Addition, Examiner will set two questions from each Unit. The candidate will be required to attempt three questions in all. Question No. 01 will be compulsory, selecting at one question from each section.

**Presentation Sessions** will be based on Unit III& IV.

### **UNIT I: Introduction to Effective Writing Skills/ Oral Communication Skills (Listening and Speaking)**

- The art of effective writing
- Mastering the Grammar- The parts of speech
- The Sentences-Phrases and Clauses
- Types of Sentences- Simple, Compound and Complex
- Subject-Verb Concord
- Tenses
- Definition and overview of Oral Communication Skills
- Characteristics
- Effective oral communication
- Components of oral communication

### **UNIT II: Written Communication**

- Paragraph Writing, Essay Writing
- Letter Writing (Formal/Informal)
- Report Writing
- Drafting E-mail
- Writing CV/ Resume and Job Applications
- Agenda and Minutes of Meeting
- Notices and Circulars
- Press Release

### **UNIT III: Language in Context**

- Greetings and introducing
- Asking for information

- Starting a conversation
- Introducing oneself and others
- Thanking, wishing well, apologizing and excusing
- Offers, requests and order
- Inviting, accepting and refusing
- Seeking permission
- Reporting what people said
- Talking about purpose and consequence

#### **UNIT IV: Presentation Skills**

- Presentation techniques
- Use of quotations and anecdotes
- Preparing a speech
- Welcome address/vote of thanks
- Body language
- Interview
- Group discussions
- Paper presentations

#### **Learning Outcomes:**

<b>UNIT</b>	<b>Topic/ Contents</b>	<b>Outcomes</b>
UNIT-1	Introduction to Written and oral Communication Skills and Basic Grammar	The learner is made familiar with effective writing and oral skills and English grammar.
UNIT-2	Written Communication	The learner is able to learn English grammar
UNIT-3	Language in Context	Learn to speak with proper stress and context
UNIT-4	Presentation skills	The learner is able to know the techniques of presentation skills

**Suggested Readings-**

- Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
- Bansal, R.K. and J. B. Harrison. Spoken English, Orient Language.
- A.S. Hornby's Oxford Advance Learners Dictionary of Current English, 7th Edition.
- Wren and Martin. High School English Grammar and Composition, S. Chand & Co
- Jain & Gupta. Top Letters: For all Occasions. Upkar Publication
- Foster, John. Effective Writing Skills for Public Relations. London: Kogan Page
- K. Sadanand. Spoken English, Part-1, Orient Longman.
- K. Sadanand. Spoken English, Part- II, Orient Longman.

**Note: Latest and additional good books may be suggested and added from time to time.**