

# CERTIFICATE COURSE IN LANGUAGE ACQUISITION SKILLS

## Syllabus

### AIMS

- To sensitize students to the nuances of spoken and written forms of English
- To Illustrate how to greet and introduce each other in both formal and informal situations.

### MODULE I: Phonetics

Phonetics and Phonology - Speech Sounds: Vowels and Consonants - Syllable - Phonemic Transcription - Word Accent (weak and strong forms) - Accent and Rhythm in connected speech - Intonation,  
Language Lab for Practical Sessions

### MODULE II: Grammar

The Articles - Parts of Speech - Agreement or Concord - Tenses - Active voice and Passive voice - Direct and Indirect speech

### MODULE III: English in Situations

**(To introduce different social situations and to develop conversational skills)**

Greetings: In the post office, Buying a Dress, At the Bank, At the Temple, Catching a Train, Booking a room at a hotel, Making a Telephone Call, Asking the Time, At the Travel Agency, At the Police Station, Making an Apology, At the International Airport, Receiving a seeing off a guest, On the bus, Taking a Taxi, At the Doctor's Clinic, Making an appointment, At the Chemists, At the Dinner Party, At the Ladies' Hair-dresser's Parlour, At the garage, Lost Property, At the Restaurant, Hiring a Rickshaw, Buying a theatre ticket, At the customs, Buying Vegetables, At the Hospital, In a Coffee-Bar, At the Stock-Exchange.

**(Practical exercise of Conversation in the above listed situations, real or imaginary)**

### MODULE IV: Communicating with Others

#### 1. Interview

- A *brief recapitulation* of how to prepare a CV or resume (since the students would have done this in their 1st semester)
- How to write an application letter to go with it
- Preparation for an interview: researching the subject/organization, the responsibilities on the job one is seeking –things to do on the previous day

- Non-Verbal factors: Dress, punctuality, body language, eye contact, sitting posture
- Types of interview questions: fact seeking, searching or opinion seeking, confirmatory, open and closed questions
- Ways of disagreeing politely with the panelists, refusing to take provocations, asking for clarifications
- What to do before and during a telephonic interview

## 2. Role Play

- A student talking to a bank manager enquiring about study loans
- A traveler asking for help at a railway enquiry counter
- A tourist asking for information at an enquiry counter about places to visit in a new state, - hotel rates, how to get to those places, etc.

## 3. Group Discussion on one or more of the following:

- Some issue of common concern from the students' lives
- A recent news item
- A recent film

## 4. News Reading, Anchoring, Compeering, Event Management

### BOOKS FOR REFERENCE

1. *Basic Communication Skills* (book with CD). P. Kiranmai Dutt and Geetha Rajeevan. Foundation Books, CUP, 2011: Part I and III. 2. *Essential English Grammar: A Self-Study Reference and Practice Book for Elementary Students of English (with answers)* 2nd Edition. Raymond Murphy. CUP, 2010.
3. *The Craft of Business Letter Writing*. Matthew M. Monippally. Tata McGraw Hill, 2006: Especially Part I and II (Chapters 1-6), Chapter 9 and 10 in Part III and the Appendix, "Rogues' Gallery". Price: 250/
4. *E-Mailing* (book with CD). Louise Pile. Viva Books, 2009.
5. *Communication for Business: A Practical Approach* (4th Edition). Shirley Taylor. Pearson Education, 2006: Relevant Chapters in Units 3, 4, 5, 6, 8 and 18.
6. *A Dictionary of Contemporary English* (New Edition with DVD ROM). Pearson Longman, 2009.