

Tezpur University
Department of English and Foreign Languages

Name of the Programme: DIPLOMA IN COMMUNICATIVE ENGLISH

Duration: 1 year (Two Semesters)

Credits: 24 (12 credits per semester)

Objectives

- This diploma programme in *Communicative English* is a joint endeavor of Asom Sahitya Sabha and Tezpur University, meant for post-Secondary level students from non-English medium schools in Assam. The programme aims at enabling the learners to communicate fluently and confidently in English while speaking and writing the language in real-life situations. Thus, the programme will focus on developing the four essential skills of Listening, Reading, Speaking and Writing. At the same time, the programme aims at developing their understanding of the basic grammatical structure of English.
- Initially the course will be offered at four centres, ie. Tezpur, Jorhat, Nagaon, and Guwahati. The course will be taught by college teachers of English (preferably with an ELT background) with assistance from the faculty members of the Department of EFL of the University. The college teachers who will be teaching the course will be identified by Asom Sahitya Sabha and the infrastructure that would be necessary to run the programme at the four centers will also be their responsibility.
- As for evaluation, the University will conduct the tests for the course and will award the Certificate for the Diploma.
- As this Diploma is an *outreach* programme with one single specific goal (i.e. proficiency in English), it will have no CBCT or Foundation course as part of it. Nor will its courses be divided on the Core-Elective lines.
- Minimum Eligibility for this course is: 10+2 pass (Arts/Science/Commerce)

STRUCTURE OF THE COURSE

SEMESTER I

| Course code | Courses title | L | T | P | CH | Cr |
|-------------|--------------------------|---|---|---|----|----|
| DE101 | Listening and Reading I | 2 | 1 | 0 | 3 | 3 |
| DE102 | Modern English Grammar I | 2 | 1 | 0 | 3 | 3 |
| DE103 | Writing I | 2 | 1 | 0 | 3 | 3 |
| DE104 | Speaking I | 1 | 0 | 2 | 4 | 3 |

SEMESTER II

| Course code | Courses title | L | T | P | CH | Cr |
|-------------|---------------------------|---|---|---|----|----|
| DE105 | Listening and Reading II | 2 | 1 | 0 | 3 | 3 |
| DE106 | Modern English Grammar II | 2 | 1 | 0 | 3 | 3 |
| DE107 | Writing II | 2 | 1 | 0 | 3 | 3 |
| DE108 | Public Speaking | 1 | 0 | 2 | 4 | 3 |

Detailed Syllabuses SEMESTER I

DE 101 Listening and Reading I CR3

L2-T1-CH3-

To help learners listen to English conversation and understand the context in which it is being spoken. Listening will also expose the learners to the tones of speech which will aid in their understanding of similar types of conversation used to convey different shades of meaning. Alongside listening activities, learners will also be expected to practice silent reading and comprehension. The activities of listening will help learners to strengthen their vocabulary, segment stretches of speech and identify the tones of speech which is essential to meaning formation in a particular context. The activities involving reading will develop their ability to read by sense groups at a reasonable pace with a high degree of comprehension and build up their passive/recognition vocabulary.

Course Contents/ Concepts

- Listening versus Hearing

Reading and Meaning

- Processes of Listening- Receiving- Understanding- Remembering- Evaluating- Responding
Process of Reading- Decoding- Comprehension-levels of comprehension
- Strategies for Listening- Listener based- Text Based- Combination of the two
Strategies for Reading- Previewing- Predicting- Scanning- Context- Paraphrasing
- Barriers to effective Listening and Reading- Lack of focus- Concentration- Assumptions
- Activities for better Listening and understanding-- Listening to situation-oriented conversations, Television and Interactive Media- special attention to stress, intonation and use of weak forms in speech
- Reading poems aloud, reading selected prose passages of various types silently for pleasure and knowledge, building up passive/recognition vocabulary and developing the ability to comprehend unseen written texts

Textbooks Recommended

Lynch, Tony (2008). *Study Listening*. CUP, New Delhi.

Kenneth, Anderson, Tony Lynch, Joan Mac Lean. (2008). *Study Speaking*. CUP, New Delhi.

F Soundararaj (2011) *Basics of Communication in English: Soft Skills for Listening, Speaking, Reading and Writing*, Laxmi Publications.

Langan, John (2011) *English Skills with Readings*, McGraw-Hill Higher Education.

NOTE: The instructor will involve the learners in suitable activities during and after listening and reading activities.

EG 102 Modern English Grammar I

L2-T1-P0-CH3-CR3

The aim of this course is to help learners have a better understanding of modern English grammar. The course will aim to expose students to the basic difference of sentence structure between their mother tongue and English. On completion of the course, learners should have an appreciable sense of English grammar and produce grammatically correct sentences in their everyday use of English.

Course Contents

- English Grammar- Introduction- Importance- Difference between English and Assamese grammar
- Sentence- As a self-contained unit for meaning creation- types of Sentences
- Basic sentence patterns in English- importance of structure (Subject- Verb- Object)
- Words in the sentence- Parts of Speech- Importance
- Noun- different types - countable and uncountable – collective - mass - case - number – gender
- Verb- tense-aspect - voice - Concord - types of verbs – transitive - intransitive- finite - nonfinite.
- Adjective- predicative - attributive - pre- and post-modification of nouns
- Prepositions- different types - syntactic occurrences - prepositional phrases - adverbial function
- Adverbs- different types - various functions - modifying and connective
- Conjunctions
- Articles- Use of a, an and the in different, yet at times, similar content
- Remedial grammar - error spotting in paragraphs - errors in terms of specific grammatical concepts like constituents of sentences - parts of speech - concord – collocation - sequences of tense - errors due to mother tongue influence.

Textbooks Recommended

Greenbaum, Sidney.(2005). *Oxford English Grammar*. Indian Edition. Oxford University Press, New Delhi.

Burt, Angela.(2008). *Quick Solutions to Common Errors in English*. Macmillan India Limited, New Delhi.

NOTE: The modules aim at correct usage of Standard English and will be taught at application level with only necessary details of concepts. The emphasis should be on how grammar works rather than on what it is. The teacher will involve students in language using activities in the written and spoken format.

DE 103 Writing Skills I

L2-T1-P 0-CH3-CR3

The aim of this course is to familiarize students with different modes of writing. This course will try and strengthen their fluency and accuracy in writing. It will introduce the learners to various modes of writing required in the professional, business or academic space. On completion of the course, the learners should be able to construct a written text in a proper format. Learners will have the capacity to distinguish between different styles of writing, and for the purpose for which it was written.

Course Contents

- Writing as a skill- mechanism of writing – words and sentences - paragraph as an important part of structure a whole text
- Process of writing - planning the text – finding materials - drafting – revising – editing - finalizing the draft
- Writing models: Précis -dialogue –story writing-letter writing – personal letters.
- Academic writing: writing examinations - evaluating a text - note-making- paraphrasing – summary writing - planning a text – organizing paragraphs – introduction – body – conclusion – rereading and rewriting - copy editing - accuracy.

Textbooks Recommended

Howard, Rebecca Moore.(2010). *Writing Matters: A Handbook for Writing and Research*. McGraw Hill, New York. E-book.

Zinsser, William. (2001). *On Writing Well: The Classic Guide to Writing*. Harper Collins, New York.

Gangal J.K (2011) *A Practical Course for Developing Writing Skills in English*, Prentice Hall India Learning Private Limited.

NOTE: Discussion of the content and demonstration of various skills and techniques will be followed by writing practice by the learners.

DE 104 Speaking I

L1-T0-P 2 CH4-CR3

This course will introduce students to skills required to speak English and its varieties in an intelligible manner. This course in basic phonetics will help learners to listen

and speak better. With this component of the course the learners will be able to refer to the dictionary to speak better.

Course Content:

- English as the *lingua franca*- its varieties- Pronunciation of English-the basics
- Introduction to Phonetics- Organs of speech and speech mechanism
- Sounds of English: Consonants- Vowels- Diphthongs
- Word and sentence stress; use of weak forms; continuous speech and intonation
- Features of spoken English
- Activities for developing fluency: practice speaking with the help of cue cards and other aids; pair work for developing conversational skills; information gap and information transfer activities; use of English for socializing, seeking and giving information, getting things done; using English creatively: discussions, debates, speaking on chosen topics etc.

Textbooks Recommended

O' Connor, J. D. (2012) *Better English Pronunciation*. CUP, Cambridge.

Balasubramanian, T. (2009). *A Textbook of English Phonetics for Indian Students*. Macmillan, Madras.

Folse, Keith S. (2003). *Targeting Listening and Speaking: Strategies and Activities for ESL/ EFL Students*. Michigan University Press, Michigan.

NOTE: This course aims at encouraging learners to speak English with acceptable pronunciation for which only basic knowledge of Phonetics will be emphasized. Suitable practice materials will be provided by the Instructor.

SEMESTER II

DE 105 Listening and Reading II

L2-T1-P0-CH3-CR3

This paper is a continuation of Learning and Reading I, the difference lies in the kind of texts that will be used for this paper. In the previous paper, relatively 'simple' texts,

such as stories, extracts from conversations, magazine articles etc. were used by the instructor to enhance listening and reading skills. This paper will make use of audio-visual texts in British RP to help/train the listening capacity of the learners. Similarly, in the case of reading, more complex texts which follow a rather academic style of writing will be used for learners to be able to comprehend and follow a single line of argument.

Course Contents:

- Listening to the kind speech in the audio/visual clips
Reading/ comprehending the kind of text prescribed
- Listening to the Intonation of news programmes- conveys the context and the feeling behind the clip
Reading two newspaper articles (on the same topic) and express the ideology behind each article
- Listening to an academic speech- identify the main points of the presentation
Reading an academic article- comprehend the thrust area of the text, line of argument, main points of the argument, illustration, conclusion of the same.
Learners may be encouraged to read between the lines.

Textbooks Recommended

Dunkel, Patricia A. (2005). *Advanced Listening Comprehension: Developing Aural and Notetaking Skills*. Thomson Heine, Massachusetts.

Folse, Keith S. (2003). *Targeting Listening and Speaking: Strategies and Activities for ESL/ EFL Students*. Michigan University Press, Michigan.

McGregor, Tanny. (2007). *Comprehension Connections: Bridges to Strategic Reading*. Heinemann, New York.

Pakenham, Kenneth K. (2005). *Making Connections (High Intermediate): A Strategic Approach to Academic Reading*. CUP, Cambridge, CUP.

NOTE: The instructor will involve the learners in suitable activities during and after listening and reading activities.

DE 106 Modern English Grammar II

L2-T1-P0-CH3-CR3

This course too is a continuation of Modern English Grammar I. The aim of this course is to instruct the learner into a more complex usage of English grammar. This will aid

them in better understanding of texts prescribed for their Listening and Reading skills
II.

Course Content

- Subject- Verb Agreement- rules that govern subject-verb agreement
- Various types of sentence – simple – compound – complex – declaratives – interrogatives – imperatives – exclamations
- Clauses - main and subordinate clauses - noun clauses - relative clauses - adverbial clauses - finite and non-finite clauses - analysis and conversion of sentences – Active to Passive and vice versa – Direct to Indirect and vice versa – Degrees of Comparison, one form to the other.
- Converting Sentences from one form to the other
- Idioms and phrasal verbs- usage in everyday language
- Common Errors in English- common errors that Indian students of English make

Textbooks Recommended

Straus, Jane.(2008) *The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules.*Jossey-Bass Wiley Imprint, San Fransisco.

McCarthy, Michael.(2007). *English Phrasal Verbs in Use: Advanced.* CUP, Cambridge.

Griffith, Susan.(2005). *Teaching English Abroad.* Vacation work, Virginia.

Note: Regular practice will be provided by the Instructor with the help of suitable materials.

DE 107 Writing Skills II

L2-T1-P0-CH3-CR3

This paper is also in continuance with Writing I. Writing I focused largely on writing in a personal style. This paper will focus mainly on Academic and Business Communication. Academic writing will help the learners formulate their writing in a structured and clear manner. It will aid them in the manner in which an argument is constructed and argued in the space of the text. Business communication like any is a highly specialized form of writing which focuses on transmitting uniform information throughout a given organization.

Course Contents:

- Essay writing- Kinds of essays for different purposes
- Writing an academic paper (crucial to re-visit Paper VI)- aim of the paper- hypothesis- building an argument- use of complex and compound sentences- structuring- arriving at the conclusion
- Elements of good business writing- Purpose- Audience- Effective grammar
- Writing models –formal letters - CV – surveys – questionnaire - e-mail – fax - job application - report writing.
- Types of formal letters- Memo- Slip- Applications for Jobs, Leave, Grants, Funding - Policy change documents

Textbooks Recommended

Lougheed, Lin.(2003). *Business Correspondence: A Guide to Everyday Writing*. Longman, Pennsylvania.

Raman, Meenakshi and Prakash Singh.(2012). *Business Communication*.OUP, New Delhi.

Edward L. Smith & Stephen A. Bernhardt (1997) *Writing At Work: Professional Writing Skills for People on the Job*, McGraw-Hill Contemporary.

DE 108 Public Speaking

L1-T0-P2-CH4-CR3

This course aims at building good public speaking skills. This will enable the learners to effectively practice all that they have learnt/are learning as part of this course. Strengthening good public speaking skills will not only help them advance in their academic career but also in creating job opportunities. This paper will be practical in nature. The instructor will only aid the learners in substantiating their arguments and correcting their diction and grammatical errors.

Course Contents:

Presentation as a skill-audience-objectives- medium-key ideas - structuring the material-organizing content-audio-visual aids-hand-outs-seminar paper presentation and discussion.

Types of Presentations- Speaking to a group of friends, Academic Conference, Business Presentations, Power Point Presentations

Key elements of Public speaking- strategies- techniques of public speaking

Interacting with the audience

Textbooks Recommended

Atkinson, Max.(2005). *Lend me your Ears: All you need to know about Seminars and Presentations*. OUP, New York.

Note: Suitable practice materials will be provided by the Instructor.

EVALUATION PATTERN

Students will follow the Tezpur University examination and grading pattern with slight modifications. Evaluation for each course will be divided into Internal and Final examinations. In this case, examinations will be mostly practical in nature, except for the courses on Writing Skills.

Internal Examination (Including One Mid Term) 40 marks

Final Examination (One End Term) 60 marks

The Instructors of the course are free to conduct informal tests to gauge the development of students.

Note: The suggestions made by the External Experts have been considered and necessary modifications have been made. Notes have been added wherever needed.