



S.G.V.V.T's

**Shri Gavisiddheshwar Arts Science  
and Commerce College, Koppal**

Affiliated to Vijayanagara Sri Krishnadevaraya University, Ballari

NAAC Accredited 'B' Grade

***Certificate Course***

On

**Communication and Soft Skills**

By

**Arunakumar A G**  
Department of English

## **Institutional Regulations Governing the Certificate Course**

The Course in **Communication and Soft Skills** is a Certificate Course, introduced by the Department of English. The department has the responsibility to promote the competency level of the students who have hailed from different parts of Hyderabad Karnataka region which has the constitutional special provision under 371(J). The course aims at enhancing the employability of the students as Communication skills and proficiency in English have become absolutely necessary to grow and develop in the modern competitive world along with other basic academic and technical qualifications. The Communicative English course aims at training the would-be graduates in various modes of communication in English like written communication, verbal communication and non-verbal communication and thus to develop communication skills and self-confidence through practical application of the gained knowledge.

**Title of the Program: Communication and Soft Skills**

**Program Code: ENCOM**

**Duration of the Course: Forty Hours**

**Eligibility:** Candidates possessing 10+2 (SSLC + PUC) Karnataka PU Board approved or equivalent to the stated qualification, and perusing any Degree (B.A., B.Com. and B.Sc) are eligible to join the course and can get the use of the course.

**INTAKE:** 50 students.

**Scheme of Instruction:** There shall be three components of study viz., 1. Lecture 2. Tutorial 3. Practical/ Practice in a given course. It would also include Audio-Visual aids and classes based on Projector to acquaint the students with technology & Language Lab.

**Pattern of Examination:** The paper shall contain both theory and practical assessment of the course. There will be 70 marks for written exam, 20 marks for two internal assessments and another 10 Marks for Seminar. Final result will be announced on the notice board on the basis of their secured classes and distinctions. The certificate will be distributed to each eligible candidate.

### **Aims and Objectives**

- To create an environment of speaking English at the campus.
- To help the students to be employed at various sectors on the basis of spoken English.
- To enable the students to speak, read and write English fluently.
- Total shift in pedagogy from lectures oriented classes to Interactive learning
- To familiarize students with the functions of grammar in spoken /written language.
- To train students to use the language with confidence & without committing errors
- To educate the students for drafting and enabling them to have proper ways of business correspondence.

## **Board of Advisory Committee**

Chairman : Prof. Manohar S. Dadmi  
Principal, S.G. College, Koppal

Coordinator : Sri Arunkumar A.G  
Dept. of English, S.G. College, Koppal

Members : 1. Dr. Basavaraj Pujar  
2. Dr. Dayanand Salunke  
3. Sri Sharanabasappa Biliyali

External Members :

1. Dr. Robert Jose, Dean & HOD,  
Dept. of Studies & Research in English,
2. Dr. Mahendra M Navodaya,  
Assistant Professor in English,  
Central University of Karnataka

# **Syllabus**

## **UNIT-1**

### **1. Listening:**

Listening to texts, listening to CDs, Trials of a good listener

### **2. Pronunciation:**

Introduction to English phonetic Symbols consonants & Vowels with illustrations in use

### **3. Listening & Comprehension:**

Interpretation of texts based on question-answer.

Interaction among students

### **4. Reading Skill:**

Techniques of reading, Reading comprehension of unseen

Pages and identifying the context & the central idea

### **5. Vocabulary & word formation:**

From different texts & dictionary

## **UNIT-2**

### **GRAMMER**

1. Tense

2. Subject Verb Agreement

3. Voice

4. Antonyms

5. Synonyms

6. Prefix and Suffix

7. Parts of Speech

8. Narration

## **UNIT-3**

### **WRITING and SPOKEN SKILLS**

A. Composing simple paragraph-Ordering information in a logical manner (coherence).

B. Essay Writing (250 words)-Argumentative, Narrative, Descriptive, Imaginative.

C. Business Correspondence and Bilingual Translations.

## **PRINCIPLES OF PUBLIC SPEAKING**

1. Definition and Purpose
2. Process
3. Guidelines
4. Helpful Expressions of Introduction & Conclusion
5. Taking Command of audience attention span
6. Role of Accent, Tone, Intonation
7. Body Language
8. Types: Speech, Elocution, Extempore, debate etc

## **UNIT- 4**

### **PRESENTATION SKILLS**

1. Planning & structuring Presentation
2. Tricks to develop rapport with the audience and different types of audience.
3. Effective use of Chalk & talk, OHP & Power point.

### **Reference:**

1. **A Text Book of English Phonetics for Indian Students** by T. Balasubramaniam. (Macmillan India Limited)
2. **A Course in Phonetics and Spoken English** by J. Sethi and P.V. Dhamija (Prentice Hall of India.)
3. **A Practical Course in English Pronunciation** by J.Sethi, Kamlesh Sadanand & D.V.Jindal (Prentice-Hall of India Private Limited)
4. **Spoken English** by R.K. Bansal and J.B. Harrison (Orient Longman)
5. **Strengthen your English** by Bhaskaran & Horsburgh (Oxford University Press)
6. **Examine your English: Margaret M. Maison**(Orient Longman)
7. **Oxford Practice Grammar – John Eastwood** (Oxford University Press)
8. **English Grammar Practice – Raj N. Bakshi**(Orient Longman)
9. **Word master:- Learner's Dictionary of modern English** (Orient Longman)
10. **Macmillan Advanced Learner's Dictionary and Workbook** (Macmillan)