

Format for syllabus development of
Skill development course

Title of course- Basic Communicative English	
Nodal Department of HEI to run course	Department Of English
Broad Area/Sector-	Basic Skills in English
Sub Sector-	Language Skills
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	
Aliened NSQF level	
Expected fees of the course –Free/Paid	Free
Stipend to student expected from industry	
Number of Seats-.....	30
Course Code-.....	Credits- 03 (1 Theory, 2 Practical)
Max Marks...100..... Minimum Marks.....	Theory 40% and Practical 60%
Name of proposed skill Partner (Please specify, Name of industry, company, etc. for Practical /training/ internship/OJT	Not Available
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company, etc.)	It leads to various academic and employment opportunities

Syllabus

Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	Thinking Skills for Academic Purpose	Developing Critical, Analytical and Imperative Thinking Skills, Enhancing Vocabulary, Grammar	Theory and Practical	2 Hours	6 Hours
II	Reading for Academic Purpose	Reading comprehension – Types of Texts – Persuasive, Argumentative, Narrative, Descriptive, Expository	Theory and Practical	2 Hours	6 Hours
III	Writing for Academic Purpose	Basics of Writing, Types of Writing, Note Taking, Translation, CV, Resume	Theory and Practical	3 Hours	12 Hours
IV	Speaking for Academic Purpose	Importance of Communication Skills, Types of Conversations - Telephonic, Informal, Formal	Theory and Practical	4 Hours	12 Hours
V	Listening for Academic Purpose	Comprehending Audio, Videos, Captioning	Theory and Practical	2 Hours	12 Hours
VI	Introduction to Computer Application	Application of MS Word,	Theory and Practical	2 Hours	12 Hours

		PowerPoint, Email Etiquettes, Blogging, Referencing and Styling			
Suggested Readings:					
<ol style="list-style-type: none"> 1. A Reading for Academic Purpose by Robyn Brinks & Kelly Sipped. 2. Academic Writing by Dorothy E Zemach. 3. Pronunciation by Jonathan Smith & Annette Margobs. 4. English Grammar by Wren & Martin. 5. Common Error in English Language by Kiran Prakashan. 6. Basic Knowledge of Computer by John Monyok. 7. Objectives of Reading, Writing & Listening Skills by Pavni Jain. 					
Suggested Digital platforms/ web links for reading:					
<ol style="list-style-type: none"> 1. https://www.smashimagzine.com 2. https://files.eric.ed.gov 3. https://site.nationalacademies.org 					
Suggested OJT/ Internship/ Training/ Skill partner					
Suggested Continuous Evaluation Methods:					
Course Pre-requisites:					
<ul style="list-style-type: none"> • No pre-requisite required, open to all • To study this course, a student must have the subject ...English.. in class/12th/ certificate/diploma • If progressive, to study this course a student must have passed previous courses of this series. 					
Suggested equivalent online courses:					
Any remarks/ suggestions:					
Notes:					
<ul style="list-style-type: none"> • Number of units in Theory/Practical may vary as per need • Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year • Credits for Theory =01 (Teaching Hours = 15) • Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60) 					