

**Kotshila Mahavidyalaya**

**Department of English**

**Add-On Course: 32 Hours**

**Session: 2023-24**

**Course Name:** Add-On Course in Communicative English

**Course Objective:** The objective of the course is to give the students a basic understanding of the different communication skills of English language.

**Resource Persons:** Padmavati Gangopadhyay, Assistant Professor Department of English, Kotshila Mahavidyalaya and Amit Kumar Mandal, SACT, Department of English, Kotshila Mahavidyalaya. Technical assistance will be provided by Mr. Israil Ansary, Dept. of Geography, Kotshila Mahavidyalaya.

**Course Fee:** Nil

**Intake Capacity:** Maximum 20 Students for the current session.

**Mode of the Course:** Online.

**Contact Hours:** 32 Hours

**Course Duration:** From 10.05.2024 to 31.05.2024.

The Course will run for 16 days. Every day 02 classes will take place (excluding Saturdays and Sundays). The duration of each class will be 01 hour. Total duration of the course will be 32 Hours.

**Exam Date:** The MCQ Test will be conducted on 03.06.24. Some small projects have to be submitted in between while the course is ongoing.

**Course Outcome:** The course will enable the student to develop an insight regarding Reading Skills, Writing Skills, Presentation Skills, Listening Skills and Speaking Skills of English Language. As a result, it is expected that his/her level of

competency in relation to the job market in the present global scenario will increase after successful completion of the course.

**Assessment Process:** a) Attendance

b) Project-based Assessment

c) Written-Test based on MCQ Pattern.

**Student Feedback:** Student Feedback will be collected after every class through Google Form.

### Course Content Details

Sl. No.	Topic	Course Content	Time	Class	Assigned Faculty (Department of English)
1.	Grammar Date: 10.05.24, 13.05.24 & 14.05.24	Basics of Grammar, Parts of Speech, Types of Sentences, Degrees of Comparison, Transformation of Sentences, Voice Change, Error Correction in Sentence	6 hours	06	Mr. Amit Kumar Mandal
2.	Reading Skills 15.05.24 & 16.05.24	Comprehension, Summary & Paraphrasing.	4 hours	04	Mrs. Padmavati Gangopadhyay
3.	Writing Skills 17.05.24, 20.5.24 & 21.05.24	Formal and Informal Letter Writing, CV Writing, E-mail, Report Writing.	6 hours	06	Mr. Amit Kumar Mandal

4.	Speaking Skills 22.05.24, 23.05.24 & 24.05.24	Monologue, Dialogue, Group Discussion, Interview.	6 hours	06	Mrs. Padmavati Gangopadhyay
5.	Presentation 27.05.24 & 28.05.24	Preparing ppt., Presenting, Body language	4 hours	04	Mr. Amit Kumar Mandal
6	Listening Skills 29.05.24, 30.05.24 & 31.05.24	Introduction to Listening Skills, learning through practical exercises on listening skills	6 hours	06	Mrs. Padmavati Gangopadhyay

**Pattern of Evaluation**

MCQ Test Marks	Project Marks	Attendance Marks	Total Marks
50	45 Application writing: 10 marks CV making: 10 marks Presentation: 10 marks Exercise on Listening skills: 10 marks Preparing email: 5 marks	5	100

**Rules and Regulations**


1. Student must go through the assessment process to be eligible for certification. Minimum 50% has to be scored to receive certificate.
2. Student must attend 100% of classes to receive certificate. Marks for attendance will be as followed:

Attendance	Marks Allotted
Above 90%	5
80%-89%	4
70%-79%	3

60%-69%	2
50%-59%	1
Below 50%	Not eligible for certificate

### Books & References:

- 1) Davies, F. 1995, Introducing Reading. Penguin Books
- 2) Brown, G and G. Yule. Listening to Spoken English. Cambridge UP, 1983.
- 3) Seely, John. The Oxford Guide to Writing and Speaking. OUP.1998.
- 4) Dawes, L. The Essential Speaking and Listening. Routledge, 2008.
- 5) Dianna L. Vanblerkom. College Study Skills. Wadsworth. 2003
- 6) Ludlow, R & Panton, F. The Essence of Effective Communications. Prentice Hall of India Pvt. Ltd.

  
Principal  
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P.O.-Iludaru, Dist-Purulia

(Dr. Pravat Kumar Mandal)

Signature of H.O.I