



**THIAGARAJAR COLLEGE OF PRECEPTORS**  
**Certificate Course on Communicative English**

**Syllabus**

English language is an international medium of communication. The English language is a key factor in gaining access to many fields, career or in terms of knowledge. English language is universally acceptable, it dominates other languages because of its power of communication. Communicative English is important as it help students to value their education, in a meaningful way. Strengthening communication skills in English is necessary, and is a powerful tool that can be used for professional development. English is an art that can only be mastered by practice and with such command, one can easily communicate with others on any level.

**Objectives**

- To develop communicative competence in students
- To facilitate the learners in acquiring listening, speaking, reading and writing competence
- To impart knowledge, ideas and concepts in the technicalities and areas of English communication
- To assist the learners in independent language comprehension and production
- To train and prepare the students to seek and find employmen

**Unit – I – Communication and English (6 hours)**

Communication – meaning – basics of communication -importance of communication - communication barriers- importance of English-phonology - Vowels and Consonants- syllable –Stress- Aspects of connected speech

Activity – Loud Reading for pronunciation, stress and intonation

**Unit – II - Grammar and Usage (6 hours)**

Accurate Grammatical Usage- Words often confused and misused- Common Grammatical Errors-Phrasal Verbs and Idioms- Sentence Structure-concord

Activity-Framing grammatically correct sentences

**Unit – III - Listening and Speaking competence (6 hours)**

Listening and feedback-Developing Listening Skills- Listening for specific information- Listening to a conversation, speech and lecture- Situational Conversation

Activity - Listen and speak on a topic

**Unit – IV - Comprehension and Composition (6 hours)**

Reading Comprehension – Skimming and Scanning-Summarizing-Précis-writing – Reports- Article Writing-Dialogue Writing- Essay Writing

Activity- Reading and writing of an essay

**Unit – V – Public Speaking (6 hours)**

Oral communication-Making commentary or demonstration -Compering – Welcome Speech & Vote of Thanks

Activity – Addressing the audience

**References:**

Balasubramanian T: A Textbook of English Phonetics for Indian Students, 3<sup>rd</sup> edition, Laxmi publication, Chennai, 2017

Thomson A J, & Martinet A V: A Practical English Grammar, Fourth Edition, Oxford, Chennai, 1986

Woods F T: A Remedial English Grammar, Macmillan, Noida, 1966

Daniel Jones: An Outline of English Phonetics, 9<sup>th</sup> edition, Cambridge University Press, Chennai, 1976

Bhatia, R C: Business Communication, 2<sup>nd</sup> edition, ANE Books, Chennai, 2009