

SANT HIRDARAM GIRLS COLLEGE

DEPARTMENT OF COMMERCE

CERTIFICATE PROGRAMME IN ENGLISH COMMUNICATION AND SOFT SKILLS

COURSE OBJECTIVES

- Develop effective communication skills (Spoken and Written).
- To inculcate inter – personal skills, team management skills and leadership skills.
- To develop all- round personalities with a mature outlook.
- To make students fluent in speaking English.
- To train students in facing group discussion and personal interviews.

COURSE OUTCOME

- Students learnt the essentials of grammar.
- The vocabulary was enriched.
- Students learnt the ways to write formal letter and electronic mails.
- Students learnt verbal skills through mock meetings, role play, telephonic conversation and public speaking.
- Students developed various interpersonal skills.

COURSE MODULE/CONTENT

SESSIONS DETAIL FOR ENGLISH LANGUAGE & SOFT SKILLS			
S.No.	Main Topic	Session No.	Sub Topics
1	Essential Grammar	Session No. 1	Part of speech through context; Common Errors
2		Session No. 2	Tenses I
3		Session No. 3	Tenses II
4		Session No. 4	Modals
5	Vocabulary	Session No. 1	Vocabularies-Adjectives- Describing object/people/event
6		Session No. 2	Idioms and Phrasal Verb
7		Session No. 3	Vocabularies-Verbs- Describing actions
8	Writing skill	Session No. 1	Formal Letter
9		Session No. 2	Email
10	Verbal Skill	Session No. 1	Grammar tone ,mood, punctuation
11		Session No. 2	Conversation with phrasal Verb
12		Session No. 3	Situational Conversation
13		Session No. 4	Mock Meeting/Role Play
14		Session No. 5	Telephonic
15		Session No. 6	Public Speaking
16	Interpersonal Skill	Session No. 1	Speaking appropriately -MTI Reductions -Sound, Intonations, word Stress
17		Session No. 2	Grooming Body language-Non Verbal Communication, Listening Skills
18		Session No. 3	Importance of Effective Communication, listening skills
19		Session No. 4	Effective Presentation skills
20		Session No. 5	Group Discussion and Mock Interview

COURSE FEES – INR 600

DURATION OF COURSE – 40Hours