

## SPOKEN ENGLISH LAB

### CSRD-ISWR, AHMEDNAGAR

**Introduction:** The course in this foreign language aims at imparting to the students the basic knowledge of language through reading, writing, fundamental grammar and conversation oriented English so as to help them understand and deepen their confidence in fields of their respective jobs. English also has been more or less an associate official language of the country. It is also an International Link Language which enables us to be constant rapport with the wider world. The modern Jobs especially in the field of Social Work demands a relatively greater degree of proficiency in both spoken as well as written English. So this course is an attempt to lay a sound foundation of linguistic skills in English. This would enable the students to develop additional and advanced linguistic skills so that they may be able to cope up with growing demands of the world as far as the career in the field of social work is concerned. Accordingly the syllabus is framed.

This syllabus aims at providing learning experience and exposure to language so that students may develop gradually during the course of time a broad-based conceptual understanding of the idiom of English with the help of a vocabulary, grammatical items, basic sentence patterns and usages. Adequate care has been taken while developing the syllabus to cater for the rural as well as the urban learners with different competencies.

#### **The Main Thrusts of communication Lab are:**

1. To understand spoken English within the structure and vocabulary prescribed.
2. To speak freely using the vocabulary and sentence patterns with correct pronunciation.
3. To comprehend written text in English within the prescribed vocabulary including those which they have been learnt.
4. To write in simple and correct English reports and other information on various topics within the range of their experience.
5. To acquire the necessary communicative skills required for their day today social interaction and express themselves effectively.

The ability should range from the elementary to the higher or refined studies in accordance with the attainments expected at different ranges. Due emphasis will be given to writing practice and conversations so that the students will be able to speak fluently in public as well as with one to one as well as write the reports, letters, applications ,etc. with grammatically correct English.

**Direct Training course:**

- Foundation English
- Fluent English
- Presentation Skills
- Interview Technique

**Training Inputs:**

- Guidance by Experienced Faculty
- Interactive sentence building drills
- Group discussion and Presentation

**Course Content/Syllabus**

**Foundation English:**

1. Names of Numbers, days and months
2. Time, Seasons and Directions, parts of body and family relationship
3. Names of Grocery items, vegetables, fruits, flowers, animals and birds
4. Singular, plural and action words
5. Giving instructions, fillings forms and challans.

**Sentence Formation :**

1. Introduction to grammar and the parts of speech
2. Articles, pronouns, adjectives, verbs, adverbs, prepositions and conjunctions
3. 'Be' forms; positive, affirmative or negative questions

4. Wh .question words.
5. All tenses, degrees, active and passive voice and direct and indirect speeches.

**Fluency Development:**

1. Self- Introduction and getting to know
2. You, Your interests, likes and dislikes
3. Talking about places, your professions and your organization
4. Activities at home, giving directions and instructions.
5. Saying Thank You/apologizing, asking for advice and giving guidance or advice.
6. Talking about present, past and future.
7. Asking for opinion, giving opinion and making a request

**Interview Technique:**

1. Giving messages
2. Telephone conversation
3. General Enquiries
4. Job interview/mock interview
5. Group discussion and personal interview

**Writing Skill :**

1. Personal information and regarding the profession
2. Writing applications and bio- data
3. Narration of events, letter writing and message writing

**Duration of the course: 40-50 Clock hours**

**Books for Reference or material needed**

- (a) English Grammar by Wren and Martin or Raymond Murphy at least 15 copies
- (b) (f) Dictionaries (Cambridge/Oxford/Webster)
- (c) (g) Daily newspapers (The times of India and the Indian Express)

Following books may be referred

- (a) Enriching your competence in English by A.R. Thorat, B. S. Walke, S.B. Gokhale
- (b) English for Practical purpose by S.N. Patil, A. R. Thorat and Zeenat Marchant,
- (c) Developing your English by Sudhir Gokhale, Brian Robinson and Vanashree Joshi,
- (d) Varieties of Expressions edited by A.H. Tak, Mohammad Aslam.



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