

Jnanajyothi Central College Campus, Dr. B.R Ambedkar Veedhi, Bengaluru – 560 009.

Certificate Program in Spoken English

**Department of Research and Studies in English, Dr. Manmohan Singh, Bengaluru City
University, Bengaluru - 560009**

Eligibility: Anyone who is interested to learn **transactional Spoken English – Students/Gig Workers/Housewives/Street Vendors/ Etc**

Duration: 30 Hours (2 hours of teaching and 1 hour of language lab each week)

Credits: 2

Marks Distribution: End of the Course Evaluation as prescribed in the Assessment method for 50 Marks.

Course Description

- This course aims to strengthen learners' spoken English by improving pronunciation, practical application of spoken and written grammar, vocabulary, and effective communication skills. Through interactive and engaging activities, students/professionals, gig workers build confidence, fluency, and accuracy, enabling them to express themselves comfortably and appropriately in academic, social, and professional settings.

Course Objectives:

1. To improve spoken English proficiency in both formal and informal contexts.
2. To develop effective communication skills essential for academic and professional success.
3. To build confidence in public/day to day speaking and interpersonal conversations.
4. To enhance listening skills and the ability to comprehend diverse accents.

Course Outcomes:

By the end of the program, students will be able to:

1. Communicate effectively in English in various contexts, including academic and professional situations.
 2. Use advanced vocabulary and expressions appropriately in speech.
 3. Engage in discussions, debates, and presentations with clarity and confidence.
 4. Demonstrate improved pronunciation and understanding of English phonetics.
 5. Apply active listening skills to better understand spoken communication.
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Syllabus Overview:

Module 1: Introduction to Spoken English (10 hours)

- **Week 1 (2 hours):** Importance of Spoken English
 - Understanding communication barriers
 - Overview of the course and expectations
 - **Week 2 (2 hours):** Basics of Pronunciation
 - Phonetics and phonology
 - Pronunciation practice (Language Lab)
 - **Week 3 (2 hours):** Vocabulary Building
 - Common phrases and idiomatic expressions
 - Contextual vocabulary exercises (Language Lab)
 - **Week 4 (2 hours):** Conversational Skills
 - Structuring conversations and discussions
 - Role plays in pairs/groups (Language Lab)
 - **Week 5 (2 hours):** Listening Skills
 - Techniques for active listening
 - Exercises using audio clips for comprehension (Language Lab)
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Module 2: Effective Communication Techniques (10 hours)

- **Week 6 (2 hours):** Public Speaking Fundamentals
 - Structuring speeches and presentations
 - Speech delivery techniques (Language Lab)
- **Week 7 (2 hours):** Non-Verbal Communication
 - Understanding body language and its impact
 - Practice through video recordings of presentations (Language Lab)

- **Week 8 (2 hours):** Group Discussions
 - Techniques for effective participation
 - Mock group discussions (Language Lab)
 - **Week 9 (2 hours):** Conflict Resolution and Persuasion
 - Handling disagreements and persuasive speaking
 - Situational exercises (Language Lab)
 - **Week 10 (2 hours):** Interview Techniques
 - Preparing for job interviews and informal interviews
 - Mock interview sessions (Language Lab)
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Module 3: Advanced Speaking Skills (10 hours)

- **Week 11 (2 hours):** Presentation Skills
 - Advanced techniques for engaging an audience
 - Individual presentations (Language Lab)
 - **Week 12 (2 hours):** Storytelling in Communication
 - The art of storytelling and its relevance
 - Practice storytelling techniques (Language Lab)
 - **Week 13 (2 hours):** Professional Communication
 - Email etiquette and effective communication in the workplace
 - Simulations of professional contexts (Language Lab)
 - **Week 14 (2 hours):** Cultural Nuances in Communication
 - Understanding cross-cultural communication
 - Group discussions on cultural scenarios (Language Lab)
 - **Week 15 (2 hours):** Final Review and Preparation
 - Recap of key concepts
 - Q&A and practice for the end semester exam (Language Lab)
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Spoken English Assessment (50 Marks)

Pre-Assessment (25 Marks) – Before Admitting the Candidates at the College Level

Skill Area	Marks	Description
Listening Skills	5	Audio clip followed by fill-in-the-blanks exercise to assess comprehension.
Speaking Skills	5	Speak on a basic topic (Family, Sun, Bangalore, Market) to evaluate fluency, pronunciation, and coherence.
Reading Skills	5	Read aloud a short passage, followed by simple comprehension questions.
Writing Skills	5	Write a short paragraph on a familiar topic to assess basic writing ability.
Vocabulary & Grammar	5	Short exercise (match words with meanings, correct simple sentences, or fill-in-the-blanks with appropriate words) to assess vocabulary range and grammatical accuracy.

Post-Assessment (50 Marks) – After Completing the course a practical oriented Post – Assessment has to be conducted at the college by in the presence of an External appointed by the University.

Skill Area	Marks	Description	Time
Listening Skills	10	Listen to an audio clip and respond to comprehension-based questions or tasks.	25 Minutes
Speaking Skills	10	Speak on a familiar topic or participate in guided interaction (self-introduction, role-play, Q&A) to assess fluency, confidence, pronunciation, and clarity.	24 Minutes
Reading Skills	10	Read aloud a passage to evaluate pronunciation and intonation, followed by detailed comprehension questions.	15 Minutes
Writing Skills	10	Write a short paragraph or respond to guided prompts to assess coherence, vocabulary, grammar, and clarity.	25 Minutes
Vocabulary & Grammar	10	More advanced exercise (synonyms/antonyms, sentence correction, short cloze test) to assess vocabulary depth and grammatical accuracy.	25 Minutes

This format ensures a **balanced evaluation across all core language skills** while also testing **vocabulary and grammar**, which are essential for overall spoken English proficiency.

