

# **MAR AUGUSTHINOSE COLLEGE RAMAPURAM**



## **DEPARTMENT OF ENGLISH**

Scheme and Syllabus of  
Value Added Course  
2020

**MAVAC001 Communication Skills in English**

## **BOARD OF STUDIES (BoS)**

**Chairman- Dr. Joy Jacob** (Principal)

**Members- Mr. Jobin P. Mathew** (Head of the Department of English)

**Dr. Fed Mathew** (Department of English)

**Dr. T K Titus** (Department of English)

### **Introduction**

The Value-Added Courses aims to provide additional learner centric graded skill oriented technical training, with the primary objective of improving the employability skills of students

### **Aim of The Programme**

Understanding various aspects of the subject and acquiring methodological knowledge of them. Application of this knowledge in a suitable manner in required fields.

### **Eligibility for Admissions**

All UG and PG students from various departments of the college. The number of intakes to the course is limited. The course can be offered only if there are at least 5 students opting for it.

**Medium of Instruction:** English.

**Duration of The Course:** The duration of value-added course is 30 hours (including the hours of final examination) of which 15hrs theory and 15hrs for laboratory/ demonstration/ experimental activities and the course can have a maximum of three hours a day.

The value-added courses will be offered beyond the usual class hours and days of the college. The value-added course will be a blend of theory classes / experimental learning / project-based learning / assignments / activity-based learning.

### **Course Objectives**

- To introduce the students to the speech sounds of English in order to enable them to listen to English and speak with global intelligibility.
- To enable the students to speak English confidently and effectively in a wide variety of situations.
- To help the students to improve their writing efficiency.

### **Course Outcomes (Cos)**

CO<sub>1</sub>. Enhance the communication skills of the learners.

CO<sub>2</sub>. Make the learners competent to use English independently.

CO<sub>3</sub>. Correct the errors established as a result of previous learning/exposure.

### **Evaluation**

1. The value-added courses shall be evaluated through an examination at the end of the course.
2. The duration of examination is two hours.
3. The total marks of the examination shall be 100

Components of Evaluation	Marks
Attendance	10
Assignment / Seminar	10
Project & Viva	30 (20+10)
External Examination	50
Total	100

### Pattern of questions Paper

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	2	5/7	10
2	Short essay/problem	5	4/6	20
3	Essay/problem	10	2/4	20
Total				50

4. A committee consisting of the Head of the Department, the course coordinator and a senior faculty member nominated by the Head of the department shall monitor the evaluation process.
5. The list of students along with the marks and the grades earned may be forwarded to the Principal/Chief Superintendent of Examinations.
6. The Dept. course coordinator is responsible for maintaining and processing the record with regard to the course, assessment marks and results.
7. Certificates will be issued to those students with 75% attendance, timely submission of assignment and project and a minimum of 40% marks in the qualifying examination.

### Grading Pattern

Grades are given **on a 7-point scale** based on the total percentage of marks, (*ISA+ESA*) as given below: -

Percentage of Marks	Grade
95 and above	<b>S</b> Outstanding
85 to below 95	<b>A<sup>+</sup></b> Excellent
75 to below 85	<b>A</b> Very Good
65 to below 75	<b>B<sup>+</sup></b> Good
55 to below 65	<b>B</b> Above Average
45 to below 55	<b>C</b> Satisfactory

35 to below 45	<b>D</b> Pass
below 35	<b>F</b> Failure
Absent	<b>Ab</b>

## **SYLLABUS**

**Course Code MAVAC001**

**Communication Skills in English**

**Total hours of instruction: 30 Hours**

### **MODULE I – Rediscovering Grammar**

Through the study of this module learners get a chance to polish their basics in Grammar and augment their vocabulary.

The units in grammar will cover

- ❖ Word Classes or Parts of Speech
- ❖ Tenses
- ❖ Subject – Verb agreement (Concord)
- ❖ Active and Passive voice
- ❖ Direct and Indirect Speech
- ❖ Common Grammatical Errors
- ❖ Vocabulary

### **MODULE II - Scripting Yourself**

Learners will be trained in expressing themselves effectively in written communication in day-to-day situations. Training will be on writing:

- ❖ Sentences
- ❖ Paragraphs
- ❖ Letters
- ❖ Reports
- ❖ Resume and Cover Letter
- ❖ Emails
- ❖ Blogs

### **MODULE III Phonetics and Conversation Skills**

#### **Part A**

Learners are familiarized with

- ❖ The basic sounds, stress and intonation patterns in English
- ❖ Varieties of English - British, American, and Indian English
- ❖ Mother-tongue influence

#### **Part B**

In this module learners are given practice in making conversations in formal and informal situations. The focus is primarily on making the learners speak by boosting their confidence and shedding their inhibition.

Instances to be practiced include:

- ❖ Socializing
- ❖ Office Talk [talking to boss, peers and subordinates]
- ❖ Small talk
- ❖ Cordial Talk
- ❖ Telephoning [attending, giving/taking messages, making & responding to enquiries]
- ❖ Interviews
- ❖ Discussions [formal/informal]
- ❖ Meetings [formal/informal]