

2018-19
ADD ON CERTIFICATE COURSE IN SPOKEN ENGLISH (Six Months)

Objective :- To enable the Students

- To acquire phonetics skills required for oral skills.
- To acquaint them with modern English usage.

- To improve communicative competence of students.

- To train the students to use English for practical purposes.

Speaking and Discussion skills:-

Parts of Speech and their uses
Sentence Formation

Tenses and their use

Articles Synonyms Antonyms, One-Word Substitution

Effective Speaking & Discussion Skills

Introduction to RPI sounds and symbols i.e. Vowels, Consonants and Diphthongs

Activities:-

Self introduction
Greeting
See and Tell Competition
Presentation
Cue- Cards
Mock interviews
Loud Reading of poem
Situational Conversation
Extempore
Group Discussion with special emphasis on Body Language.

Writing Skills :- Guideline for effective writing

Activities :- Writing of paragraphs
Formal and Informal Letters Applications
Academics & Technical Reports
Invitation & Messages
Resume /CV
Data Interpretation

Reading Skills :-

Reading Tactics and Strategies
Reading for Information
Critical Reading
Recreational Reading

Activities :- Comprehensions with exercises

Listening Skills

Effective Listening

Activities :- Feedback Skills
Listening news & Conversations
Telephone interviews
Making notes on Conversation & Group Discussion

2018-19
DIPLOMA IN CREATIVE WRITING IN ENGLISH (One Year)

General principles of writing

- Aims and objectives
- Origin of creative impulse
- the creative Impulse as distinct from social or political motivation
- Selection of Theme
- Beginning, Climax and end of any piece of Writing

Writing for Radio & T.V.

- Types of Programs (Interview, Weather report and news writing)
- Difference between Audio & Visual Writing
- Narrative And Descriptive

Short Story Writing

- Span
- Characters
- Plot/ Structure
- Narration
- Open ending /Closed ending stories

Writing for Children

- Theme
- Importance of Cartoons/Illustrations in writing.
- Poems for Children

- Imp of Imagination/Fantasy
- Importance of moral
- Language used for Children

Preparing a press Copy / Advertisements

- Copy Material
- Proof Reading
- Editing

(Cont.....)

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