Format for syllabus development of
Skill development course

Title of course- **Basic Communicative English**	
Nodal Department of HEI to run course	Department Of English
Broad Area/Sector-	Basic Skills in English
Sub Sector-	Language Skills
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	
Aliened NSQF level	
Expected fees of the course –Free/Paid	Free
Stipend to student expected from industry	
Number of Seats-………….	30
Course Code-…………..	Credits- 03 (1 Theory, 2 Practical)
Max Marks…100…… Minimum Marks………	Theory 40% and Practical 60%
Name of proposed skill Partner (Please specify, Name of industry, company, etc. for Practical /training/ internship/OJT	Not Available
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company, etc.)	It leads to various academic and employment opportunities

Syllabus

Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	**Thinking Skills for Academic Purpose**	**Developing Critical, Analytical and Imperative Thinking Skills, Enhancing Vocabulary, Grammar**	**Theory and Practical**	**2 Hours**	**6 Hours**
II	**Reading for Academic Purpose**	**Reading comprehension – Types of Texts – Persuasive, Argumentative, Narrative, Descriptive, Expository**	**Theory and Practical**	**2 Hours**	**6 Hours**
III	**Writing for Academic Purpose**	**Basics of Writing, Types of Writing, Note Taking, Translation, CV, Resume**	**Theory and Practical**	**3 Hours**	**12 Hours**
IV	**Speaking for Academic Purpose**	**Importance of Communication Skills, Types of Conversations - Telephonic, Informal, Formal**	**Theory and Practical**	**4 Hours**	**12 Hours**
V	**Listening for Academic Purpose**	**Comprehending Audio, Videos, Captioning**	**Theory and Practical**	**2 Hours**	**12 Hours**
VI	**Introduction to Computer Application**	**Application of MS Word,**	**Theory and Practical**	**2 Hours**	**12 Hours**

		PowerPoint, Email Etiquettes, Blogging, Referencing and Styling				

Suggested Readings:
1. A Reading for Academic Purpose by Robyn Brinks & Kelly Sipped.
2. Academic Writing by Dorothy E Zemach.
3. Pronunciation by Jonathan Smith & Annette Margobs.
4. English Grammar by Wren & Martin.
5. Common Error in English Language by Kiran Prakashan.
6. Basic Knowledge of Computer by John Monyjok.
7. Objectives of Reading, Writing & Listening Skills by Pavni Jain.

Suggested Digital platforms/ web links for reading:
1. https://www.smashigmagzine.com
2. https://files.eric.ed.gov
3. https://site.nationalacademies.org

Suggested OJT/ Internship/ Training/ Skill partner

Suggested Continuous Evaluation Methods:

Course Pre-requisites:
- No pre-requisite required, open to all
- To study this course, a student must have the subject …English.. in class/12th/ certificate/diploma
- If progressive, to study this course a student must have passed previous courses of this series.

Suggested equivalent online courses:

Any remarks/ suggestions:

Notes:
- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)