



MTM COLLEGE
OF ARTS, SCIENCE & COMMERCE
PAZHANJI, VELIYANCODE, MALAPPURAM
AFFILIATED TO UNIVERSITY OF CALICUT

Department of English

Certificate Course in English for Communication and Correspondence

Academic Year: 2019-20

Duration of the Course: 5 Months (November - March).

Course Code: MTMEN03

Number of Lectures: 30 Hours.

Eligibility for Admission: Candidate who has passed 10+ 2 examination in Arts / Science / Commerce or equivalent examination.

Intake Capacity: 20 Students.

Course Evaluation: Internal (20 Marks) & External (60 Marks) = Total 80 Marks.

Passing Marks: The candidate must obtain 40% of the total marks in external and internal examination to pass the course.

Objectives of the Course

- 1) To enhance the learners' communication skills by giving adequate exposure in reading, writing, listening and speaking skills and the related sub-skills.
- 2) To help the learners recognize and operate in various styles, and registers in English.
- 3) To impart better writing skills by sensitizing the learners to the dynamics of effective writing.
- 4) To build up the learners' confidence in oral and interpersonal communication by reinforcing the basics of pronunciation.

SYLLABUS

Unit 1: Basic Language Skills: Grammar and Usage (6 lectures)

The ability to fill in the blanks, correct errors, choose correct forms out of alternative choices, join clauses, rewrite sentences as directed, and replace indicated sections with single words/ opposites/ synonyms are to be taught.

To be assessed through paragraphs or sentences

Unit 2: Comprehension of an unseen passage (6 lectures)

Passages are to be taken from Literary/ Scientific/ Technical writing as well as from the fields of Journalism /Management/ Commerce.

One passage is to be given. The length of the passage should be about 250 to 300 words.

Questions framed should include those which require recognition as well as analysis, interpretation and evaluation.

Unit 3: Social and Official Correspondence (6 lectures)

Official Correspondence includes:

- a. Enquiries, complaints and replies; representations
- b. Letters of application for jobs
- c. Letters to the editor and Social appeals in the form of letters/pamphlets.

Students should be acquainted with Different Parts of official correspondence and Seven Cs of communication

Unit 4: Report Writing (6 lectures)

Committee reports, newspaper reports and activity reports.

Unit 5: Interpretation of Short Unseen Poems (6 lectures)

With poetry, it may sometimes be advisable to include pieces from earlier periods, which are often simpler than modern examples. Students should be able to grasp the content of each piece; explain specific words, phrases and allusions; and comment on general points of narrative or argument. Students will write an appreciation/ evaluation expressing their point of view based on the issues /themes raised in given piece of writing. A series of questions could be set to elicit the appreciation from the students.

Evaluation Pattern:

I. Internal Assessment: (20 Marks)

- Internal Exam

II. Course End Assessment:

Duration: 2 hours

Maximum Marks: 60

Recommended Reading

Anderson, Kenneth. Joan Maclean and Tony Lynch. *Study Speaking: A Course in Spoken English for Academic Purposes*. Cambridge: CUP. 2004.

Bellare, Nirmala. *Reading Strategies. Vols. I and 2*. New Delhi. Oxford University Press, 1998

Hamp-Lyons, L. & Heasley, B. *Study Writing: A Course in Written English for Academic and Professional Purposes*. Cambridge: Cambridge University Press, 1987.

Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP. 2006

Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS*. Cambridge: CUP, 1996.

Kellow, Brian and John Krisak. *Poetry and Language*. London: McGraw-Hill, 1983.