


To,
The Principal,
S. V. S's Dadasaheb Rawal
College Dondaicha
Dist. Dhule

Applicant; Mr. N.V.Pathak, Assistant Professor Department of English
Subject: Proposal for Certificate Course in 'English Communication Skill.' (2017-18)

Respected Sir,

With reference to above mentioned subject, I am submitting herewith the proposal to conduct certificate course in "English Communication Skill" by the Dept of English of Our College. This course will be helpful to open new ideas of presentation and practical knowledge about communication, among the undergraduate students of our college. Hope you will consider my application and I kindly request you to sanction the same.

Yours Faithfully


Coordinator

Enclosure:

1. Proposal
2. Curriculum & Design for the course

S. V. S's Dadasaheb Rawal College, Dondaicha

Proposal for conducting Certificate Course (2017-18)

1 Basic information about Proposed course

i) Name of the Course-**Communication Skills In English**

ii) Duration of the Course-**30 Hours**

iii) Medium of Instruction-**English**

vi) No. of candidates to be admitted- **30 from UG BA & B.sc**

v) Name of faculty

1.Prof.V.S.Patel

2.Prof.N.V.Pathak

vi) Whether the course is prepared by Experts from related field- **YES**

vii) Name of the College- **S.V.S.Dadasaheb Rawal College Mandal Road Dondaicha Dist.**

Dhule

viii) Name of the Department-**The Dept. of English**

Information of Course Coordinator (To be appointed for the course) :

Name	Department	Experience
Mr. N.V.Pathak	English	19 Years

iii. Information of faculty Members (To be appointed for the course): (If Any)

Sr No	Name of the faculty Member	Qualification	Topics	Experience

1	Mr.V.S.Patel	M.A.M.Phil	English Communication Skill	22 Years
2	Mr. N.V.Pathak	M.A.M.Phil	English Communication Skill	19 Years

Details of the Physical Infrastructure Needed/ Available for the Course:

(i) Classroom Available

Books/ Reading Material : Yes available in the Library



Swoddharak Vidyarthisansta's

Dadasaheb Rawal College, Dondaicha

Dadasaheb Rawal Knowledge city, Mandal road, Dondaicha, Dist. Dhule. (M.S.) Pin-425408.

Phone: - 02566-299346.

Affiliated to K. B. C. North Maharashtra University, Jalgaon

NAAC- Accredited 'A' grade (CGPA. 3.30)

Email: - sysasc@rediffmail.com Web: <http://www.dadasahebrawalcollege.ac.in>

Date-01/08/2017

Notice

All students are instructed that the Department of English is going to start 'English Communication Skill' Course in the month of August for this academic session 2017-18. Interested students can join the course contact to Prof. N.V.Pathak.

coordinators



ACTING PRINCIPAL
Swoddharak Vidyarthisansta's
Dadasaheb Rawal College,
Dondaicha, Dist. Dhule

S. V. S's Dadasaheb Rawal College, Dondaicha

Department of English

Syllabus for Certificate Course in English Communication Skill (Non-Semester)

(With effect from the academic year 2017-18)

1.The theory Paper is divided in 03 Units.

Syllabus for Theory: (10 Lectures per Unit)

English Communication Skill (Certificate Course)

Unit 1

- 1.1 Importance of Communication
- 1.2 Definition of Communication.
- 1.3 Communication through body language.
- 1.4 Face to face conversation.
- 1.5 Interview Skills.

Unit 2

- 2.1 Fundamentals of speech.
- 2.2 Phoneme, syllable, word stress, sentence stress, intonation, pause.

Unit 3

- 3.1 Basics of Grammar.
- 3.2 Sequence of Tenses.
- 3.3 Common Errors in English

Books for Reference:

- 1 Spoken English, R.K.Bansal and J.B.Harrison, Orient New Delhi 2009
- 2 Effective Technical Communication, Satendra Kumar, Yking Books Jaipur 2018
- 3 Business Communication Skills Urmila Rai and S.M.Rai,Himalaya, Mumbai 2013

S. V. S's Dadasaheb Rawal College, Dondaicha
The Department of English

Certificate Course in English Communication Skill

Unit Test I

Max. Marks 20

Session 2017-18 (Question Paper)

(All Questions are compulsory.)

Choose the appropriate answer from the following questions (Two mark each)

1. 1.The word 'Communication' is derived from a Latin word-----
a)Commom b)Communis c)Communist d)Community
2. 2.Resume is used for the application of ----- position.
a)junior b)lower c)senior d)Informal
3. 3.Solicited proposals are a -----response to a request.
a)oral b)written c)soft d)all of the above
4. 4.----- is the source of Communication process.
a)Receiver b)Sender c)Feedback d) Medium
5. 5.The success of a company or business solely depends upon ----- .
a)employees b)customers c)people d)management
6. 6. -----inspires the employees to complete the assigned work or job.
a)Money b)Food c) Feedback d)Motivation
7. 7. Notices, letters, agendas, reports, newspapers, magazines are the examples of ----- communication.
A)Oral b) Written c)Verbal d)Informal
8. 8. ----- is a study and interpretation of body language.
a)Paralanguage b)Syntax c)Kinesics d) Phonetics
9. 9. The preparation of an interview can be divided into three stages:- Preparation stage,----- stage and evaluation stage.
a) Updating b)discussing c)implementation d)Execution/ performance
10. 10. -----is an act of changing one's attitude, thoughts and feelings.
a) Persuasion b)Gift c)Love d)Talk


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Certificate Course in English Communication Skill

Unit Test 1

Max. Marks 20

Session- 2017-2018

Answer key

- 1.(b)Communis
- 2.(c)senior
3. (b) written
4. (b)Sender
5. (a)employees
6. (d)Motivation
7. (b) Written
8. (c)Kinesics
9. (d)Execution/ performance
- 10.(a) Persuasion