

To,

The Principal,

S. V. S's Dadasaheb Rawal

College Dondaicha

Dist. Dhule

Applicant; Dr. N.V.Pathak, Assistant Professor Department of English

Subject: Proposal for Certificate Course in 'English Communication Skill.' (2018-19)

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



Enclosure:

1. Proposal
2. Curriculum & Design for the course

**S. V. S's Dadasaheb Rawal College, Dondaicha**  
**Proposal for conducting Certificate Course (2018-19)**

**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**
- iv) No. of candidates to be admitted- **30 from UG BA & B.sc**
- v) Develop listening, Speaking, reading and writing skills.
- vi) Name of faculty

**1.Prof.V.S.Patel**

**2.Dr.N.V.Pathak**

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

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

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

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

Name	Department	Experience
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Dr. N.V.Pathak	English	20Years
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Information of faculty Members (To be appointed for the course): (If Any)

Name of the faculty Member	Qualification	Topics	Experience
Mr.V.S.Patel	M.A.M.Phil	English Communication Skill	23Years
Dr.N.V.Pathak	M.A.M.PhilPhD	English Communication Skill	20Years

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

- (i) Classroom Available
- (ii) Books/ Reading Material : Yes available in the Library

The College has its own Computer Laboratory with 30 Computers and accessories which can fulfill the requirement of the course.



Swoddharak Vidyarthi Santha'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: - [svsasc@rediffmail.com](mailto:svsasc@rediffmail.com) Web: <http://www.dadasahebrawalcollege.ac.in>

Date-01/08/2018

### 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 2018-19. Interested students can join the course contact to Dr. N.V.Pathak.

Coordinator

for   
**ACTING PRINCIPAL**  
Swoddharak Vidyarthi Santha'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 2018-19)**

**1.The theory Paper is divided in 03 Units.**

**Syllabus for Theory: (10 Lectures per Unit)**

**English Communication Skill (Certificate Course)**

**Syllabus**

**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 2018-19(Question Paper)**

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**( All Questions are compulsory.)**

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

1. The meaning of the ----- word 'Curriculum Vitae is Course of one's life.  
a) English      b) German      c) Latin d) French
2. In organization-----decide and plan business strategies and policies.  
a) managers    b) the board of directors    c) divisional heads      d) supervisors
3. Formal communication is -----  
a) purely official      b) accurate      c) precise      d) All of the above
4. Formal communication is time consuming.  
a) True      b) false    c) may be      d) not sure
5. An Invitation to a Bid (IFB) is issued when a customer is purchasing a service, such as -----services.  
a) work      b) construction    c) shop    d) repairing
6. ----- may spread rumours and incorrect information.  
a) Grapevine formal communication    b) Grapevine informal communication    c) External communication  
d) Internal communication
7. ----- is a study of tone of voice, loudness, speech rate, pitch, manner of speaking etc.  
a) Kinesics    b) Paralanguage      c) Morphology      d) Phonology
8. Which of the following is an example of oral communication ----- process.  
a) lectures    b) meetings      c) speeches      d) all of the above
9. Communication through the graph is called ----- communication.  
a) Non-verbal      b) Verbal      c) informal      d) formal
10. ----- interviews are conducted when an employee is about to leave the organization or company either voluntarily or through dismissal.

  
**ACTING PRINCIPAL**  
Swoddharak Vidyarthi Santha's  
Dadasaheb Rawal College,  
Dondaicha, Dist. Dhule

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

**Certificate Course in English Communication Skill**

**Unit Test 1**

**Max. Marks 20**

**Session- 2018-19**

**Answer key**

1. (c) Latin
2. (b) the board of directors
3. (d) All of the above
4. (a) True
5. (b) construction
6. (b) Grapevine informal communication
7. (b) Paralanguage
8. (d) all of the above
9. (a) Non-verbal
10. (b) Exit