

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.'  
(2019-20)

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 (2019-20)**

**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
Dr. N.V.Pathak	English	21 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	24 Years
2	Dr.N.V.Pathak	M.A.M.PhilPhD	English Communication Skill	21 Years

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

(i) Classroom available

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 Vidyarthisanstha'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](mailto:sysasc@rediffmail.com) web: <http://www.dadasahebrawalcollege.ac.in>

Date-01/08/2019

### 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 2019-20. Interested students can join the course contact to Dr.N.V.Pathak.

coordinator



ACTING PRINCIPAL  
Swoddharak Vidyarthi Sanstha'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 2019-20)

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 2019-20(Question Paper)

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( All Questions are compulsory.)

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

- 1.-----is the study of role of eyes.  
a)Proxemics      b)Occulesics      c) Artifacts      d) Formal
2. ----- is the science of touch language.  
a) Haptics      b) Proxemics      c) Chronemics      d) Formal
3. In the-----of the body of the letter the purpose of the application letter is made clear.  
a) Beginning      b) Middle      c) Ending      d) All of the above
4. ----- interview is conducted to understand the causes of poor performance of the employees.  
a) Psychological      b) stress      c) Reprimand      d) Exit
5. ----- refers to explain ideas before the targeted audience in order to convey desired information to get appropriate response.  
a) Interview      b) Presentation      c) Elocution      d)Extempore
6. All the features of resume/cv are also used in -----.  
a) application      b) bio-data      c) personal detail      d)Profile
7. Curriculum Vitae is a -----word.  
a) Greek      b) French      c)Sanskrit      d) Latin
8. when giving a presentation in front of an audience you should do all of the following except for:  
a) speak loud and clear      b) provide handouts if needed      c) dress professionally  
d) look at your screen and not the audience
9. what type of software is used to produce a slide show?  
a) Database      b) Desktop publishing      c) Presentation      d) word processing
10. In which of these, more than one candidate is interviewed?  
a) The behavioural interview      b) the stress interview      c)The group interview      d) The audition

  
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**The Department of English**

**Certificate Course in English Communication Skill**

**Max. Marks 20**

**Session- 2019-20**

**Unit Test 1**

**Answer key**

1. (b) Occulesics
2. (a) Haptics
3. (a) Beginning
4. (c) Reprimand
5. (b) Presentation
6. (b) bio-data
7. (d) Latin
8. (d) look at your screen and not the audience
9. (c) Presentation
10. (c) The group interview