

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.' (2021-22)

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



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

Date-21/03/2022

### 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 2021-22. Interested students can join the course contact to Dr. N.V.Pathak.

Coordinator

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



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

## Proposal for conducting Certificate Course (2021-22)

### 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**
- iv) Objectives-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	22Years

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

Sr No	Name of the faculty Member	Qualification	Topics	Experience
1	Dr. N. V. Pathak	M.A. M.Phil Ph.D.	English Communication Skill	22Years
2	Prof. A. A. Nagrale	M.A. NET	English Communication Skill	-

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

Classroom  
Books/ Reading Material : Available  
Yes available in the Library

**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 2021-22)**

**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 2021-22(Question Paper)**

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**( All Questions are compulsory.)**

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

1. Which of these is not a type of interview?
  - a) Screening interview
  - b) Stress interview
  - c) Music interview
  - d) Lunch interview
2. How should you handle a question about your weaknesses?
  - a) use humour
  - b) Mention whatever comes to your mind
  - c) Mention a weakness then say something positive
  - d) Tell the interviewer that you don't have any
3. Globalization, growth of trade unions, public relations and a positive atmosphere are some of the factors that enable-----
  - a) good friendships
  - b) Happiness
  - c) Isolation from society
  - d) Communication growth
4. Which of these elements is not involved in the process of communication?
  - a) Pipe
  - b) Sender
  - c) Message
  - d) Channel
5. -----communication is the cheapest and fastest means of communication.
  - a) Written
  - b) Oral
  - c) Vertical
  - d) Mass
6. ----- communication refers to the communication from higher authority to lower in an organization.
  - A) Upward

b) Horizontal

c) diagonal

d) downward

7. ----- communication is used for large group of anonymous and heterogeneous people and organization.

a) Mass

b) Intrapersonal

c) Internal

d) Interpersonal

8. The process of communication involves----- components.

a) Five

b) Eight

c) Seven

d) Three

9. The word 'Communication' is derived from a Latin word-----

a) Common

b) Communis

c) Communist

d) Community

10. ----- is used for the application of senior position.

a) Bio-data

b) C.V.

c) Resume

d) Informal letter



Dr. N. V. Putnam

**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- 2021-22**

**Answer key**

- 1. (c) Music interview**
- 2. (C) Mention a weakness then say something positive**
- 3. (d) Communication growth**
- 4. (a) Pipe**
- 5. (b) Oral**
- 6. (d) Downward**
- 7. (a) Mass**
- 8. (c) Seven**
- 9.(b)Communis**
- 10.( c)Resume**