

**West Guwahati Commerce College**  
**Syllabus for Courses on English Communication**  
**Course offered by the Department of English**

15 hours English Communication certificate course is introduced under the aegis of the department of English. The chief objective of the proposed course is to enhance the student's skill in English communication.

**UNIT – 1**

Parts of Speech- Nouns, Pronouns, Adjectives, Verb, Adverb, Article, Conjunction, Interjection and Preposition

**UNIT- 2**

Basics of Phonetics

Phonetical symbols used in dictionary

**UNIT- 3**

LSWR ( Listening, Speaking, Writing and Reading)

Introducing self and others

Listening and writing

Pronunciation

Reading short articles

Newspaper Reports

Reading Aloud- Poem, Prose

Note taking

Diary Writing

Narrative Writing

#### **UNIT- 4**

Presentation

Oral Presentation

Delivering speech

#### **UNIT- 5**

Resume Writing

Types of Resume

#### **UNIT- 6**

Interview

Types of Interview

#### **UNIT- 7**

Basic Conversation

#### **Aims and Objectives**

1. To enable students learn correct pronunciation, spelling, meaning and usage of English Vocabulary
2. To speak fluently ,to boost confidence and to participate in group and class discussions and academic debates.

## **Course Outcomes**

After completion of the course the students will be able to:

1. Produce words with right pronunciation.
2. Develop vocabulary and improve accuracy in grammar.
3. Develop confidence to speak in public.
4. Demonstrate positive group communication exchanges.
5. Ability to speak and write clearly in English.

## **Suggested Books:**

*A Practical English Grammar* by A.J. Thomson and A.V. Martinet

*A Text-Book of Higher English Grammar & Composition* by P.K De Sarkar