



THE QUAIDE MILLETH COLLEGE FOR MEN,
MEDAVAKKAM, CHENNAI-600100

DEPARTMENT OF ENGLISH

SPOKEN ENGLISH CLASSES FOR 1YR STUDENTS

COURSE OBJECTIVES

The students should be able to:

- Frame grammatically correct sentences in English.
- Fluently speak in English in any situation.
- Present his/her thoughts more effectively.
- Present him/her more confidently in personal interviews.
- Enhance in English fluency to enhance career growth.

BASICS OF COMMUNICATION

1. Introduction to communication
2. Basic English Grammar
3. Noun
4. Pronoun
5. Adjective
6. Verb
7. Tenses-simple present, past, future
8. Preposition
9. Articles
10. Conjunction
11. Punctuation
12. Grammar usage in sentences
13. Building Vocabulary
14. Question Tags
15. Sentence construction

TASK: CONVERSATION IN ENGLISH

Topics:

1. Greeting
2. Introducing Oneself
3. Invitation
4. Making Request
5. Expressing Gratitude
6. Complimenting and Congratulating
7. Expressing Sympathy
8. Apologizing
9. Asking for Information
10. Seeking Permission
11. Complaining and Expressing Regret

B) USING ENGLISH IN REAL LIFE SITUATION

1. At the Bank/ post office/ College office
2. At the Green Grocer
3. At the Temple
4. At the College Canteen or Restaurant
5. At the Police station
6. At the Railway Station/ Bus Station
7. At the Medical Shop
8. At the Library
9. Booking a Room in a Hotel
10. At the Travel Agency
11. Interview skills

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SYLLABUS

WRITING

1. Syntax
2. Concord
3. Tense- continuous tense and perfect tense
4. Usage of modal verbs in conversation (can, could, will, would, shall, should, may, might)
5. Tongue twisters
6. Often mis-spelt words
7. Vocabulary building in professional scenario
8. Group discussion

SPOKEN ENGLISH CLASSES IN LANGUAGE LAB (SELL)

OBJECTIVES:

- 1) To improve communicative competence of the students
- 2) To enable the students to converse in their life situations
- 3) To train the students to use English for the practical purposes.
- 4) To enable the students to acquire phonetic skills required for oral skills.
- 5) To acquaint the students with the phonological structure of Modern English.
- 6) To orient the students to word accents and speech rhythm and Spoken English.

LISTENING

TASK: PHONOLOGY OF ENGLISH

Objectives:

Topics:

- 1) Phonemes: Consonants, Vowels and Diphthongs
- 2) Phonetic transcription of words and sentences
- 3) Syllables
- 4) Rules for word accents
- 5) Weak forms and strong forms
- 6) Accent patterns in connected speech
- 7) Intonation: Rising tone, falling tone etc.

SPEAKING:

SPEAKING ENGLISH FOR EVERYDAY COMMUNICATION

- 1) Greetings – a self-introduction
- 2) Getting involved in a conversation
- 3) Mannerism
- 4) Asking questions & getting answers
- 5) Welcoming & inviting others
- 6) Understanding others – correct sentences
- 7) Obliging people around you
- 8) How to give and how to take instructions
- 9) View points
- 10) Dialogue
- 11) Face to face communication
- 12) Public speaking skills
- 13) Extempore and Group discussion
- 14) Personality Development: Manners & Etiquettes
- 15) Building confidence and developing presentation skills

WRITING

- 1) Email drafting
- 2) Business correspondence
- 3) Avoiding spelling mistakes and mispronunciations
- 4) Letter writing practice
- 5) Resume writing
- 6) Interview question and answers
- 7) English exercise to test your language skills.

TASK BASED ENGLISH GRAMMAR OBJECTIVES:

- 1) To acquaint learner with the modern English Usage
- 2) To take remedial steps to correct the errors that enter the learner's Language System while learning English as a foreign language.
- 3) To make them aware of the peculiarities in English language.

Topics:

- 1) Parts of speech and their uses
- 2) Word formation
- 3) Tenses and their Uses
- 4) Articles and their uses
- 5) Types of sentences and sentence patterns
- 6) Synonyms
- 7) Antonyms
- 8) Punctuation Rules.
- 9) Vocabulary

INTERVIEW SKILLS

- 1) Face to face communication
- 2) Types of interview
- 3) How to prepare for an interview?
- 4) Steps involved in an interview
- 5) Basic questions asked in an interview?
- 6) What is a CV/Resume?
- 7) Types of CVs
- 8) Mistakes in CV writing
- 9) An effective CV
- 10) Cover letter and its importance
- 11) Group discussion
- 12) A successful interview