

INTRODUCTION:

CERTIFICATE COURSE IN SPOKEN ENGLISH AND PERSONALITY DEVELOPMENT

The significance of English language in our day to day life cannot be denied. English has developed as an international language and a link language and in the professional field a mastery of communicating in English has become a prime necessity. Personality Development and acquiring the skills of English communication go hand in hand. English is a language that works as a magic key to many doors, be it administration, business, science, Liberal Arts or Humanities. Capacity of communicating in English boost the confidence of a person and acts as a feather to their cap of personality development. With an emphasis on these points the course of Spoken English and Personality Development has been reintroduced in Lakhimpur Commerce College under the Department of English for students to develop the four skills of learning English in a practical and scientific way and achieve command over the language. The course is also aimed to develop the personality of the students by enabling them the art and technique of communicating confidently, facing interviews, participating in group discussion and personal grooming.

ELIGIBILITY CRITERIA:

The course is open for both the students of Lakhimpur Commerce College and students from other institution. The minimum eligibility of taking admission in the course is 10+2 Examination pass outs in any discipline.

COURSE DURATION:

3 (Three Months)


COURSE FEES: Rs. 1000/-

NO. OF SEATS:

There will be admission twice in a year for new batches. In each batch there will be maximum 30 seats. The date of admission will be notified in the college website.

MODE OF CLASSES:

There will be personal contact programme including classes. Online materials will be furnished to supplement the classes.


Lakhimpur Commerce College
North Lakhimpur, (Assam)

ATTENDANCE:

75% attendance of the students will be compulsory for the eligibility to appear in the examination.

MODE OF EXAMINATION:

The examination shall consist of a paper of 100 marks:

- i. Written Examination: 70 marks
- ii. ASL (ASSESSMENT OF SPEAKING AND LISTENING): 30 marks

MINIMUM PASS GRADE:

A candidate will have to score minimum C grade in the examination to get the pass certificate.

Grading system for examination is as follows:

Range of marks in %	Letter Grade	Category	Grade Point
90- 100	O	Outstanding	10
80 - 89	A+	Very Good	9
70 -79	A	Good	8
60- 69	B+	Above Average	7
50 - 59	B	Average	6
40 -49	C	Simple Pass	5


AWARD OF CERTIFICATE:

Each successful candidate will be awarded a certificate after having passed the examination.

SYLLABUS OF THE COURSE

Programme Objective:

1. To familiarize students with the use of grammar and its importance in sentence formation.
2. To enable the students to use English language with confidence.
3. To develop the four skills of using English Communication – Reading, Writing, Listening and Speaking.
4. To develop the personality of the students in gaining, confidence, learning etiquettes and personal grooming.


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Lakhimpur College
(North Lakhimpur, Assam)

Programme Outcome:

The 3 months certificate course is designed to bring the following learning outcomes:

- 1) Develop effective communication skill in English (Spoken & Written).
- 2) Develop presentation skills of the students by enhancing fluency in speaking and self-confidence.
- 3) Develop the personalities of the students by sensitizing them about proper etiquette and behavior both socially and professionally.
- 4) Prepare the students for future career through motivation and developing interview skills.

Course Outline /Syllabus

Unit No.	Unit Name	Details of the Unit	Duration of class	Remarks(if any)
1	Introduction to Spoken English	1) Developing Skills in Listening and Speaking through conversation. 2) Use of Grammar and its importance. 3) Sentence formation. 4) Developing Reading Skill with focus on Syllable, Stress, Intonation and Pitch. 5) Building Vocabulary. 6) Developing self confidence.	12 hours	Using Audio-visual aids.
2	Writing Skill	1) E mail writing. 2) Preparation of CV, Reports, Notices, Agenda, Minutes of Meeting. 3) Business Correspondence. 4) Motivational Skill.	6 hours	
3	Communication Skill	1. Group Discussion 2. Barriers of Communication 3. Developing Communication - Mock Social Situations, Mock Interviews, Telephonic Conversations, Communication in Office Meetings etc. 4. Presentation Skills 5. Soft Skills	12 hours	Exposure to specimens of spoken English through audio-visual aids.

4	Personality Development	1. Leadership and Team Building 2. Self-awareness and Goal-setting 3. Personal Grooming and Social Etiquettes 4. Stress Management and Positivity 5. Time Management 6. Kinesics (Body Language, Posture, Voice Modulation etc.)	6 hours	Use of audio-visual aids
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