



SHYAMPUR SIDDHESWARI MAHAVIDYALAYA & The George Telegraph Training Institute

CERTIFICATE COURSE

ON

SPOKEN ENGLISH

Session: 2022-23

**A Collaboration of
Department of English, SSM
&**

George Telegraph Training Institute, Bagnan

Date of Commencement:
3rd September, 2022

Coordinated by: Prof. Mridul Ghosh, Coordinator, TRP Cell & Prof. Rajarshi Mukherjee, IQAC Coordinator



SHYAMPUR SIDDHESWARI MAHAVIDYALAYA

&

GEORGE TELEGRAPH TRAINING INSTITUTE

SPOKEN ENGLISH COURSE

Session: 2022-23

COURSE COORDINATORS:

DEPT. OF ENGLISH, SSM

GEORGE TELEGRAPH TRAINING INSTITUTE

DETAILS

Lectures Per Week: 6 Lectures

Duration: 72 Hours (Sep 2022-Dec 2022)

Commencement Of Course: 3rd September 2022

Evaluation: Continuous Assessment & Final Exam

Final Examination: 2 Hours

Grades will be assigned according to the following scale:

Marks %	80-100	65-79	55-64	50-54	0-49
Grade	A	B	C	D	F

INTRODUCTION

The study of language is the foundation of all other learning. Language defines us as human. To be human is to use language and to talk is to be a person. Language is a medium of communication. English is a powerful vehicle of communication serves as a link language in a multicultural and multilingual society like India and also as a global linguistic mediator.

In India now English exist as a second language and the aim of teaching English in India is to help students to acquire practical command on English.

COURSE OUTCOMES

- **Learners talk about themselves, members of the family and other people in their surroundings**
- **To enable the learner to communicate effectively and appropriately in real life situation:**
- **To use English effectively for study purpose across the curriculum;**
- **To develop interest in and appreciation of Literature;**
- **To develop and integrate the use of the four language skills i.e. Reading, Listening, speaking and Writing;**

COURSE CONTENTS

ভালা ইংরেজি বলাৰ জন্য

TalkSmart



SYLLABUS ON TALK SMART • DURATION : 72 HRS.

DAY	TOPICS
01	Introduction to Spoken English and Soft Skills and their importance
02	Ice breaking activities & How to introduce yourself
03	Sentence Construction & Spoken English Activities
04	Revision on Sentence Construction & Spoken English Activities
05	Tense (Past Tense) & Spoken English Activities
06	Tense (Present Tense) & Spoken English Activities
07	Tense (Future Tense) & Spoken English Activities
08	Revision on Tenses & Spoken English Activities
09	Punctuality & Spoken English Activities
10	Telephone Etiquettes & Spoken English Activities
11	Revision on Punctuality & Telephone Etiquettes & Spoken English Activities
12	Practice on Sentence Construction & Tenses & Spoken English Activities
13	Kind of Sentences & Spoken English Activities
14	Quiz on Kind of Sentences & Spoken English Activities
15	How to form a question & Spoken English Activities
16	Practice on Kind of Sentences and Interrogative Sentences & Spoken English Activities
17	How to thank and apologize & Spoken English Activities
18	How to congratulate someone & Spoken English Activities
19	How to greet someone & Spoken English Activities
20	MCQ on the above three topics & Spoken English Activities
21	Leadership Skills & Spoken English Activities
22	Teamwork & Spoken English Activities
23	Time Management & Spoken English Activities
24	Group Discussions on Leadership Skills, Teamwork, Time Management & Spoken English Activities
25	How to talk politely & Spoken English Activities
26	How to tell time in English & Spoken English Activities
27	Interactive Sessions on the above topics & Spoken English Activities
28	MCQ on Leadership Skills, Teamwork, Time Management & Spoken English Activities
29	Presentation Skills & Spoken English Activities
30	Common English Phrases & Spoken English Activities
31	Group Discussion & Spoken English Activities
32	Internal Exam on Grammar & Spoken English Activities
33	Paragraph Writing – How will you introduce yourself & Spoken English Activities
34	Formal Letter Writing & Spoken English Activities
35	Practice on Formal Letter Writing & Spoken English Activities
36	Doubt Clearing Session on all the topics done earlier Final Assessment

Shyampur Siddheswari Mahavidyalaya

Ajodhya • Howrah • Pin - 711312

(Affiliated to the University of Calcutta)

(Accredited by NAAC at the 'B' level)

President :
SRI KALIPADA MANDAL



Teacher-in-Charge & Secretary :
GOBINDA PRASAD BARMAN

Ref. No.

Date 22/8/22


NOTICE

The students willing to join the Spoken English Course jointly organised by Shyampur Siddheswari Mahavidyalaya and George Telegraph are, hereby, requested to follow the following schedule.

1. Payment of Fees - Rs. 900/- only to be paid at college office (23-08-22 to 27-08-22)
2. Inauguration Programme 02-09-22 at 2:30 p.m.
3. Classes begin on 03-09-22 at 3:30 p.m.
4. Schedule of classes – 3 classes per week of 2 hrs. duration for 3 months.


IQAC Co-ordinator


Co-ordinator, Career Placement Cell


Teacher in Charge
Teacher in Charge
SHYAMPUR SIDDHESWARI MAHAVIDYALAYA