

DEPARTMENT OF ENGLISH

Value Added Course

Speaking and Writing in English

15ENGVAC01

Objectives

This course aims to prepare students to effectively communicate in both speaking and writing in English in professional contexts. The course will give acquaint the students with the forms and registers of telephone communication, greetings and introductions, formal and informal presentations, forms and registers of emails, reports, and formal proposals, business letters, research papers and articles. The course also will prepare the students to write letters of introduction to accompany Curriculum Vitae.

Speaking Skills

Unit – I

Modes of Delivery
Speeches for Special Occasions
Motivation and personality development
Pronouncing individual sounds
Developing conversational ability

Unit – II

Public Speaking and Oral Presentation
Role Play
Welcome Address – Vote of Thanks – Inaugural address – Speeches based on situations – Famous speeches

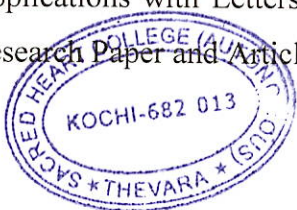
Writing Skills


Unit – III

Correct English Usage Tests: Building Blocks – Spotting Errors – Sentence Improvement
Vocabulary Tests: Building Blocks – Test of Synonyms – Test of Antonyms – Test of Analogy

Unit – IV

English Proficiency Tests: One Word Substitutions – Idioms and Phrases – Idiomatic Use of Verbs – Cloze Tests
Written Communication: Business Correspondence – Job Applications with Letters of introduction and Curriculum Vitae – Technical Proposals – Research Paper and Articles.




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