



J. B.S.P. Mandal's

Mahila Mahavidyalaya, Georai,

Dist Beed (MS)

Department of English

***A Certificate Course in Communication
Skills in English***

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Introduction :

English as the global language of business and communication, it's easy to understand why so many people want to learn and improve their skills in English; with this particular course students can improve English communication skills without delay. Though English is our second language, we offer wide range of the courses to students with our self-paced learning system. As native speaker our students can benefit by improving their communication skills for career development. Hence, the English Department has started 'Certificate Course in Communication Skills in English'

Regarding the Certificate Course:

The Certificate Course in Communication Skills in English is a three months certification program that teaches students how to interact with others using the language functions of English.

1. The course covers the history of the English language in depth, as well as language learning, composition, reading, grammar, and language development.
2. The goal of this course is to teach students the various facets of the English language in order to improve their vocabulary and reading and writing abilities.

Why to study Communication skills in English?

1. The study found that students who have a higher level of English language competence had a better chance of landing jobs in multinational corporations, private sector and government location.
2. Students who successfully complete this course may be hired as English translators, tour guides, customer support representatives, communicative English trainers, English language specialists, etc. in government offices, embassies, language departments, and other places.
3. At reputable colleges or universities, they can also choose to work as assistant professors or lecturers in programmes teaching

communicative English.

4. Depending on their abilities, experience, and employment duties in the linked industry, certificate course graduates can easily earn up to INR 10,000 to 25,000 per month.

Eligibility Criteria:

1. Candidates must have a minimum aggregate score of 50% (45% for SC/ST/OBC candidates) on their 10+2 level or equivalent exam in order to be eligible for this certificate course study.
2. First come, first served is the policy for admission to this course.
3. The Department of English, Mahila Mahavidyalaya Georai is an exception to the rule that most colleges use to choose students: their percentage and tuition structure.
4. Since 1989, this institution has served the underprivileged sectors of society and weaker students in English.
5. However, this is a fantastic chance for you to advance your communicative English profession.



Objectives:

1. To develop English reading, writing, speaking and listening skills among students.
2. Everything else that is important for building confidence in interpersonal skills.

Job and Career Prospects for a Communication Skills in English Certificate:

The students may have a wide variety of future career and job options available in major recruiting fields, such as educational institutions, language departments, government offices, embassies, translation departments, etc., after successfully completing the Certification course in Communication Skills in English. Students can work as a Communicative English Trainer, English Language Specialist, English Trainer, Assistant Professor, Lecturer, etc., they are engaged. Horizon, Taurus Web Solutions, ITM Edutech, Sutherland Global Services, Allegis Services India Private Limited, etc. are a few of the top firms that hire these specialists.

Outcome of the Course/Scope:

1. It is a three months full-time programme that instructs students in efficient language use in interpersonal interactions.
2. Students will be able to speak, write, read and listen competently and will communicate and face interview with full confidence.
3. Those who have completed a certification course and hold a degree may also choose a different paths, such as studying for an entrance

exam for positions in the government sector.

4. After completing the programme, students are also welcome to apply for the post of Teacher & Assistant Professor.

Duration: This is a three months full-time certification course that offers an in-depth study of the contemporary intellectual vocabulary of English and English studies.

Components No. of Credit

Theory: 01, Practical: 03 (50 minutes lecture)

Syllabus of Certificate Course

Unit I:

Grammar Communication

Skills - (05 Lectures)

Unit II:

Language Skills - (05 Lectures)

Interpersonal Skills - (05 Lectures)

Leadership Skills - (05 Lectures)

Emotional Intelligence- (05 Lectures)

Lectures Stress and
Conflict Management- (05 Lectures)

Unit-III:

Flexibility and Resilience- (05 Lectures)

Unit-IV:

Life Skills - (05 Lectures)

Unit-V:

Language Structure - (05 Lectures)

Unit-VII:

Phrase, Clause and Sentence- (05 Lectures)

Unit-XII:

Tense, Voice and Speech- (15 Lectures)

Grading & Awards Of Certification:

Certificate will be issued after successful completion of the course with grade obtained in MCQ based Examination.

Most Recommended Books:

1. A Communicative Grammar of English - Geoffrey Leech
2. Mass Communication: Principles and Concepts - Seema Hasan
3. Digital Broadcasting: An Introduction to New Media - Jo Pierson, Joke Bauwens
4. Effective Business Communication - Asha Kaul
5. Applied Phonetics Harold - T Edwards.

Mode of examination: Online/Offline

