

# KANDI RAJ COLLEGE

KANDI, MURSHIDABAD

## COMMUNICATIVE ENGLISH

- **Name & contact details of the coordinator:** Mousumi Das, Dept. of English
- **Why choose the course:**

The above-said course has been introduced as an extra-curricular skill development programme with a view to pertaining the students' ability in work place as well as day to day life regarding problem solving and decision making issues. The course has been designed to fulfil the basic requirement of a students' job orientation in corporate world.
- **Benefits of the course:**

The students will be competent in communication in business and related professions. Their concepts in the strategies of proper pronunciation, structure, appropriate use and style will be broadened. Their listening and speaking skills will be developed. Besides, they will enable themselves in accumulation of Business vocabulary and business writing and prepare themselves for group discussions, debates, team-work strategies, making presentations and mock-interviews. They will be expert enough in Interpersonal skills and Emotional Intelligence. At the end of the course their groomed personality and etiquette will make them potential in confronting challenges and job roles while seeking employment.
- **Date & mode of the course:** 02/07/2021 to 24/12/2021 (Online)
- **Course fee:** nil
- **How to apply:** contact course coordinator
- **Syllabus or programme outline:**

| Serial no | Unit/Module   | No. of lecture | Resource person |
|-----------|---|----------------|-----------------|
| 1.        | Definition, Features and Functions of Communication                 | 04             | MD              |
| 2.        | Active Listening and Speaking                                       | 04             | MD              |
| 3.        | Effective Reading   | 03             | MD              |
| 4.        | Business Writing( report, letter, job application, notice)          | 05             | MD              |
| 5.        | Phonetics and Phonology   | 08             | PS              |
| 6.        | Corporate Communication( role play, presentation, group discussion) | 03             | PS              |
| 7.        | Etiquette and Attitude  | 03             | PS              |