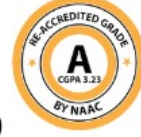




ALVA'S COLLEGE
MOODUBIDIRE
(AUTONOMOUS)



A unit of Alva's Education Foundation(R)

DEPARTMENT OF UG STUDIES IN ENGLISH
INAUGURATES

**'GLISTEN' LITERARY CLUB
COPRPARATE ENGLISH PRACTICE-
CERTIFICATE COURSE**

President : **Dr. Kurian**

Principal, Alva's College,

Special Invitee : **Mr. Vivek Alva**

Managing Trustee,
Alva's Education Foundation (R)

Resource Person : **Rajesh Anand**

Lecturer in English,
Govt. PU College, Karje

Presence : **Mr. Balakrishana shetty**

Administrative officer,
Alva's College

Mr. Machhendra B

Head,
Dept of UG Studies in English

Mrs. Sandhya K S

Dean,
Dept of Humanities ,Alva's College

Tuesday, 22nd October 2024 | 10.00 AM

Venue : A.V Hall

ALL ARE CORDIALLY INVITED

HoD, STAFF & STUDENTS

PRINCIPAL





ALVA'S COLLEGE
(AUTONOMOUS)

Sundari Ananda Alva Campus, Vidyagiri, Moodubidre



Department of UG Studies in English

» Certificate Course «

Corporate English Practice

Session 2

Alva's English



Resource person ...

» **Mr. Rajesh Anand**

Lecturer in English

Language and linguistic expert

Alva's Journalism

Topic

Skills Taught

- Listening to Conversation (Formal and Informal)
- Active Listening- an Effective Listening Skill
- Benefits of Effective Listening

Date: **30-11-2024** | Time: **2:00 P.M** | Venue: **A.V Hall**





ALVA'S COLLEGE
(AUTONOMOUS)

Sundari Ananda Alva Campus, Vidyagiri, Moodubidre



Department of UG Studies in English

» Certificate Course «

Corporate English Practice

Session 1

Resource person ...

» **Manu D L**

Associate Professor
Department of Commerce
Alva's College (Autonomous)



Topic

Directions, Effective dialogues in communication

Venue: **A.V Hall (Degree block) | Time: 2:00 P.M**

@ Alva's English

Alva's Journalism





ALVA'S COLLEGE (Autonomous), MOODUBIDIRE
(Re-accredited by NAAC at Grade 'A')

Department of UG Studies in English

CORPORATE ENGLISH PRACTICE

A Certificate Course in Listening and Speaking skills

- **Duration : 48hrs**
- **40% theory and 60% practical (total 48 hrs. course (20+28=48))**

OBJECTIVES

- To train-up and prepare the students to seek and find employment in the corporate, media, English language teaching and content writing sectors
- To develop communicative competence in students
- To impart knowledge, ideas and concepts in the technicalities such as proper pronunciation, structure, appropriate use & style of the English Language as well as the application areas of English communication
- To guide the students to establish self-employment strategies
- To enable the learners to improve fluency in basic communicative contexts i.e. speaking and Listening (both professional and everyday)
- To enable the learners to attain a high level of confidence to achieve professional success

OUTCOME

- At the end of this course, students should be able to communicate in English efficiently at their workplace as well as in their interpersonal relationships
- Internalizing the skill of communicating in English effectively\
- The aspirant will be able to apply/use the language skill whenever its required

ASSESSMENT OR EVALUATION

- 50 Marks two practical papers – one on speaking and one on Listening (Total 100 marks)
- Formative >50%
- Summative <50%

CERTIFICATION CRITERIA

Attendance: 75%

Minimum 50% of marks in both Summative and Formative assessment

GRADATION

- Grade 'O' : Above 90%
- Grade 'A' : 75% to 89.99%
- Grade 'B' : 60% to 74.99%
- Grade 'C' : 50% to 59.99%

Evaluation components

Listening,

- Identify the components of language such as the use of linkers, articles, prepositions, phrases, clauses, vocabulary etc.
- Recognize figures of speech, syntax, sentence structure etc.

Speaking,

- Use of components of language such as use of linkers, articles, prepositions, phrases, clauses, vocabulary etc.
- Use of figures of speech, syntax, sentence structure etc.
- Spontaneity, Confidence in the use of the Language pertaining to specific situations (official as well as social)
- Use of accurate and appropriate vocabulary
- Use of formal and informal language

SYLLABUS
VERBAL COMMUNICATION
LISTENING SKILLS

Listening Skills-I Purpose of Listening

- Listening to Conversation (Formal and Informal)
- Active Listening- an Effective Listening Skill
- Benefits of Effective Listening
- Barriers to Listening
- Listening to Announcements- (railway/ bus stations/ airport /sports announcement/commentaries etc.)
- Speeches, panel discussion, audio books

Listening Skills-II Academic Listening (Listening to Lectures)

- Listening to Talks and Presentations
- Note Taking Tips
- Listening to TED TALKS
- Watches short movies and listening to dialogues

➤ **English Listening Practice for Language Learners (Palomar Home activities)**

SPEAKING SKILLS

Skills-I Oral Communication

Asking for and giving information,

- Making offers and responding
- Making Request and responding to requests
- Congratulating people on their success and replies
- Expressing condolences
- Asking questions and responding politely
- Apologizing and forgiving
- Directions
- Completing dialogues

Skills-II Oral Communication

- Giving instructions
- Seeking and giving permission
- Expressing opinions (likes and dislikes)
- Agreeing and disagreeing
- Demanding explanations
- Asking for and giving advice and suggestions
- Expressing sympathy
- Facing real life situations
- Delivering short speeches
- Refutation of a given statement

➤ *For English Speaking Practice* the Learners will be given situations to record and upload to the platform given to them (Palomar Home activities)

METHODOLOGY

- ICT based practical classes
- Laboratory based practical classes
- Interaction with experts
- Online interactive classes with language experts
- Seminar – oral presentation
- Listening and explaining
- Holding classes for the students of lower classes

ELIGIBILITY

- Any student of Under graduate or Post Graduate courses

BoS Internal Committee,
Department of UG Studies in English,
Alva's College (Autonomous).

13-09-2024
Office of the BoS Head

Through,
The Principal,
Alva's College (Autonomous),
Moodubidire.


The Registrar,
Alva's College (Autonomous),
Moodubidire.


Dear Sir,

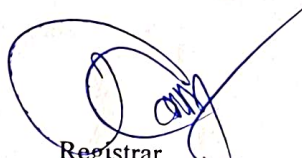
Sub: Syllabus of, 'Corporate English Practice', a certificate course
Ref: Department Internal BoS decision dated 13th Sept, 2024

The syllabus of, '*Corporate English Practice*', a certificate course which the department proposes to offer has been designed by the department of UG Studies in English and that was considered and approved by the department in the meeting held on 13-09-2024. The syllabus will be implemented from the academic year 2024-25.






Thank you


BoS Head
Alva's college (Autonomous)
Department of English
Alva's College, MOODBIDIRE
Encl:


Principal,
Alva's college (Autonomous)
Alva's College, Autonomous
Moodubidire - 574 227


Registrar (Academics)
Alva's college (Autonomous)
Alva's College (Autonomous)
Moodubidire 574 227

BoS members

- ✓ Objectives
- ✓ Outcome
- ✓ Certification criteria
- ✓ Gradation
- ✓ Assessment and evaluation
- ✓ Syllabus


23/09/24
Administrative Officer
Alva's College
MOODUBIDIRE - 574 227, D.K.