

SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS)

Reaccredited with B++ Grade by NAAC

(Affiliated to Periyar University)

Salem - 636 016.

PG & RESEARCH DEPARTMENT OF ENGLISH

ADVANCED DIPLOMA COURSE

IN

ENGLISH

Syllabi

I Year	Certificate Course	Spoken English
II Year	Diploma Course	Essential English for Competitive Examinations
III Year	Advanced Diploma Course	English for Employability

ADVANCED DIPLOMA COURSE IN ENGLISH
CERTIFICATE COURSE: Spoken English

Total Hours: 100

Syllabus

Objectives: Students will be able to

- Understand spoken English by listening to recordings of short and long conversations
- Read passages and answer questions related to the reading
- Expand the vocabulary through reading and listening

Students will be able to

Unit I

Hours: 20

1. Language
2. Functions of Language
3. English Language

Unit II

Hours: 20

1. Conversation at the Bank
2. An Interview
3. Conversation between Friends

Unit III

Hours: 20

1. Common Errors in Usage
2. Idiomatic Expressions
3. Foreign Words and Phrases

Unit IV

Hours: 20

1. Introducing Oneself
2. Introducing Others
3. Introducing Someone to a gathering

Unit V

Hours: 20

Complimenting / Congratulating

1. At Home
2. At the Office
3. After a Drama

Books for study and reference

1. Spoken English by Dr. K. N. Masaldan
2. Spoken English for you by G. Radhakrishna Pillai and K. Rajeevan

Course Outcomes: On completion of this course, students would be able to

- CO1 - Show awareness of correct usage of English Grammar in writing and speaking
- CO2 - Apply the skills in their speaking ability in English both in terms of fluency and comprehensibility
- CO3 - Improve their reading fluency skills through extensive reading

DIPLOMA COURSE: Essential English
for Competitive Examinations

Total Hours: 100

Syllabus

Objectives: Students will be able to

- **Write all competitive examinations**
- **Acquire mastery in grammar rules**

Unit I

Hours: 20

1. Parts of Speech
2. Basics of English Grammar
3. Error Spotting

Unit II

Hours: 20

1. Letter Writing
2. Precis Writing
3. Report Writing

Unit III

Hours: 20

1. Punctuation
2. Rearranging the Sentences
3. Completion of Sentences

Unit IV

Hours: 20

1. Reading Comprehension
2. Logical Reasoning
3. Critical Reasoning

Unit V

Hours: 20

1. Figures of Speech
2. Vocabulary
3. Phrasal Verbs

Books for study and reference

Essential English for Competitive Exams by Mrinalini Anand Arora

Course Outcomes: On completion of this course, students would be able to

- CO1 – Communicate clearly and effectively in English
- CO2 – Spot the error in sentences
- CO3 – Acquire mastery in grammar rules

ADVANCED DIPLOMA COURSE: English for Employability

Total Hours: 100

Syllabus

Objectives: Students will be able to

- **Enable the students to get job opportunities**
- **Improve the skill for public speaking**

Unit I

Hours: 20

1. Writing Report
2. Writing Notices
3. Writing Minutes

Unit II

Hours: 20

1. Group Discussion
2. Public Speaking
3. Debate

Unit III

Hours: 20

1. Receptionist
2. Telephone Operator
3. Sales Women/Men

Unit IV

Hours: 20

1. Analyzing Strength and Weakness
2. Body Language
3. Vocabulary Enrichment

Unit V

Hours: 20

1. Introduction to Conflict Management
2. Levels of Conflict
3. Managing Conflict

Books for study and reference

English for Employability: Ed. Dept. of English, A.P.A. College for Women, New Century Book House, Chennai.

Course Outcomes: On completion of this course, students would be able to

- CO1- Develop the ability to communicate effectively
- CO2- Learn to prepare for interviews and learn the presentation skills
- CO3- Learn to build and lead teams for problem solving