



DEPARTMENT OF ENGLISH PURBASTHALI COLLEGE

Vill + P.O:-Parulia, Dist:- Burdwan, Pin No-713513

Email :- english.purbasthalicollege@gmail.com, Visit us : www.purbasthalicollege.com

Date: 01/03/2023

NOTICE

This is to inform all the students of Purbasthali College that the Department of English is offering an Add-on Course on "Communication Development and Proficiency in English" from March 16, 2023. This course has been designed to enhance your communication skills in English and to improve your overall proficiency in the language. The Add-on Course will cover a range of topics related to English communication, including grammar, vocabulary, pronunciation, and public speaking. The course will be taught by experienced faculty members of the college, who will use a combination of lectures, discussions, and practical exercises to help you develop your English communication skills.

Seats for the course are limited to forty and candidates will be selected based on a first come first serve basis. The admission fee for the course is Rupees Fifty (50) only, and the duration of the course will be thirty (30) hours which will be completed within three months. On successful completion of the course certificates will be provided. To enroll, please fill out the application form attached to this notice and submit it along with 1 PP size recent colored photograph, photocopies of 10+2 mark sheet and last semester admission receipt to the college office by March 14, 2023.

For further details, please read the Brochure of the Course circulated with the notice, and feel free to contact the departmental faculty members.

(Mr. Biswanath Bhattacharyya)
Joint Coordinator

(Dr. Soumya M. Ghosh)
Course Coordinator

ADD-ON COURSE COORDINATOR
Department of English
Purbasthali College
Parulia, Purba Bardhaman.

Principal
Purbasthali College
Vill. & P.O.-Parulia, Dt.-Burdwan

ADD-ON COURSE COORDINATOR
Department of English
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PURBASTHALI COLLEGE

ESTD: 2009

**Vill + P.O:-Parulia, Dist: - Purba Bardhaman, Pin No-713513
Affiliated to the University of Burdwan**

ADD-ON COURSE

**COMMUNICATION DEVELOPMENT
AND PROFICIENCY IN ENGLISH**



DEPARTMENT OF ENGLISH

PURBASTHALI COLLEGE

Website: www.purbasthalicollege.com



ABOUT THE COLLEGE

Purbasthali College was established with the aspiration to provide best learning atmosphere to the students of this locality. This is the only degree college in this area. It is a Govt. aided college which is affiliated to the University of Burdwan. Presently, the college provides B.A. Honours and B.A. General Courses. The faculty members of the college are always ready to serve for better learning and all round development of the students. The office staffs are very efficient to meet up the various requirements. Besides regular teaching and learning activities, the students are encouraged to participate in the various cultural programmes. We endorse the students for indoor and outdoor games. The college infrastructure and facilities are continuously being renovated while new facilities are introduced. The college has a well-qualified and dynamic faculty base who regularly upgrade themselves to enrich teaching-learning processes. In a fast changing academic environment the college is well poised to take on future challenges

of higher education. The college is striving to maintain and sustain standards of teaching-learning, research and innovation which continue to guide curricular and co-curricular thrusts of the college.



INTRODUCTION TO THE COURSE

Add-on courses are supplementary programs that offer students the opportunity to enhance their knowledge and skills in specific areas of interest. The Department of English, under the direction of Internal Quality Assurance Cell, Purbasthali College, provides the students of the college the opportunity to

understand English better and to gain confidence to speak and write English more fluently as part of "Communication Development and Proficiency in English". This course is designed to help students improve their communication skills, especially in the English language, which is increasingly becoming the global lingua franca. The course aims to equip students with the necessary language proficiency, both written and oral, to effectively communicate in different settings, including academic, professional, and personal contexts. The course focuses on developing students' abilities to listen, speak, read, and write in English, and it also provides practical training on various communication techniques, such as presentation skills, and public speaking. This add-on course is an excellent opportunity for students to hone their communication skills, gain a competitive advantage in the job market, and enhance their overall academic performance.

COURSE OBJECTIVES

The objective of the course is to equip students with the necessary language and communication skills to effectively communicate in English, both in academic and professional settings. The course aims to:

- Develop students' language proficiency in English, including reading, writing, speaking, and listening;
- Enhance students' communication skills, including their ability to communicate clearly and effectively in different settings and with diverse audiences;
- Provide practical training on various communication techniques, such as public speaking, and presentation skills;
- Prepare students for academic and professional success, by providing them with the skills and knowledge necessary to compete in a global job market.

DURATION

This course is designed for thirty (30) hours which will be completed within 3 months starting from March 16, 2023.

WHO THIS COURSE IS FOR

The Add-on course on Communication Development and English Proficiency is designed for students who wish to enhance their language and communication skills in English, especially in academic and professional settings. The course is suitable for students who are pursuing undergraduate studies in any discipline and want to improve their proficiency in English. It is particularly useful for students who:

- Are not native English speakers and want to improve their language skills to communicate more effectively with others;
- Want to improve their writing, reading, speaking, and listening skills in English, to excel in their academic and professional pursuits;
- Are preparing for competitive exams or job interviews, where proficiency in English is a key requirement;
- Want to develop their interpersonal skills, including public speaking, and presentation skills.

ELIGIBILITY

Candidates who have successfully completed the Higher Secondary Examination (10+2) and are currently enrolled in any Undergraduate course in any affiliated college under any university in any stream are eligible to apply for the course. The student should have a basic understanding of the English language and should possess basic listening, and reading ability in English. Participants must attend at least 75% of classes without which her/his participation may be terminated at any point in time.

INTAKE CAPACITY

Maximum forty (40) students can be accommodated at a time. Students who meet the admission requirements and submit their applications first will be given priority over those who apply later.

ADMISSION PROCEDURE

Admission to this course is open for all. Aspirants are instructed to apply in a prescribed form (available in the College Website and Office) along with requisite fees (Rupees fifty only). After scrutiny, the department will select the candidates for this course and notify in the Departmental Notice Board.

ASSESSMENT MODALITIES

Only those students would be permitted to complete the course who possess minimum 75% attendance. After the completion of the course, participants will be assessed by a written examination, and an interview/ student seminar.

Total marks- 50.

Written examination marks- 30 and interview- 20.

AVAILABLE INFRASTRUCTURAL FACILITIES

The College has sufficient number of classrooms, smart classrooms and seminar hall with internet broadband connectivity required for the course.

SYLLABUS

Basics of English Grammar: The unit covers fundamental English language skills, including grammar, vocabulary, sentence structure, phrasal verb, idioms, vocabulary, and word formation.

How to Pronounce Properly: The unit covers speaking and listening skills, including Introduction to Phonetics, and Listening Skills.

Developing Reading and Writing Competencies: The unit focuses on developing reading and writing skills, including comprehension, summarization, note-taking, paraphrasing, and essay writing.

Basics of Communication: The unit provides practical training on various communication techniques that are essential for professional settings, such as Verbal and Non-Verbal Communication, Role of Body Language, 7'Cs of Effective Communication, Role of Accent, Tone, and Intonation.

How to Speak English Fluently: The unit focuses on developing spoken English through the following: Use of Conversation Starters, Introducing Yourself, Speaking In Different Situations, Introducing Others, Small Talk: Family, Friends, Hobbies, Profession, Studies, etc., Ask For And Give Information, Seek Clarification, Offer and Respond to Offers, Use Appropriate Language to Request and Respond to Requests, and How To Face Interview.

Mastering the Art of Public Speaking: The unit further develops public speaking skills and deals with How to Combat Stage Fear and Nervousness on Stage, Learn Group, Pair, and Individual Presentations, and How to Become a Confident Speaker.

DETAILED COURSE STRUCTURE

Sl No.	Unit	Topics Covered	Hours Required
1	Basics of English Grammar	Parts of Speech, Types of Sentences, Phrasal Verb, Idioms, Vocabulary and Word Formation	5
2	How to Pronounce Properly	Introduction to Phonetics Listening Skills	5
3	Developing Reading and Writing Competencies	Comprehension, Summarization, Note-Taking, Paraphrasing, and Writing Exercises	5
4	Basics of Communication	Verbal and Non-Verbal Communication Role of Body Language 7'Cs of Effective Communication Role of Accent, Tone, and Intonation	5
5	How to Speak English Fluently	Use Conversation Starters Introducing Yourself Speaking In Different Situations Introducing Others Small Talk: Family, Friends, Hobbies, Profession, Studies, etc. Ask For And Give Information Seek Clarification Offer and Respond to Offers Use Appropriate Language to Request and Respond to Requests How To Face Interview	5
6	Mastering the Art of Public Speaking	How to Combat Stage Fear and Nervousness on Stage Learn Group, Pair, and Individual Presentations How to Become a Confident Speaker	5

COURSE COORDINATORS

Dr. Soumya Mohan Ghosh and Mr. Biswanath Bhattacharyya

ADVISORY COMMITTEE

Dr. Bibhas Chandra Saha

Dr. Sukla Bhattacharyya

Mr. Anupam Das

Dr. Suchandra Neogi

Dr. Lipika Ghoshal

Mr. Ashes Datta

Mr. Aniruddha Debnath

Mr. Nirmal Das

RESOURCE PERSONS FROM THE INSTITUTE

The course will be primarily taught by selected faculty members of the college.

A tentative list of in-house faculty members includes –

Dr. Soumya Mohan Ghosh

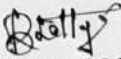
Mr. Biswanath Bhattacharyya

Mr. Ashes Datta

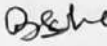
Dr. Sukla Bhattacharyya

READING LIST

- Anderson, Marilyn, Nayar, Pramod K., and Sen, Madhucchanda. *Critical Thinking, Academic Writing and Presentation Skills*. India: Pearson, 2022.
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- Bansal, R. K., and Harrison, J. B. *Spoken English: A Manual of Speech and Phonetics*. Hyderabad: Orient Blackswan, 2019.
- Bhatia, R. C. *Business Communication*. New Delhi: Ane Books, 2022.
- Carnegie, Dale. *The Art of Public Speaking*. New Delhi: Prabhat Prakashan Pvt. Ltd., 2016.
- Gangal, J. K. *A Practical Course in Spoken English*. Delhi: PHI Learning, 2017.
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- Nesfield, J.C. *English Grammar Series*. Kolkata: Radha Publishing House, 2010.
- Sarkar De, P. K. *A text book of Higher English Grammar, Composition and Translation*. 48th Ed. Kolkata: Book Syndicate Pvt. Ltd., 2011.


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