



M. C. E. Society's

Abeda Inamdar Senior College

Of Arts, Science and Commerce, Camp, Pune-1

(Autonomous) Affiliated to Savitribai Phule Pune University

NAAC accredited 'A' Grade

Format for Syllabus

Syllabus for Value Added Certificate Course in Spoken English

F.Y.B.Com. 2021-22 (CBCS – Autonomy 21 Pattern)

Course/ Paper Title	Value Added Certificate Course in Spoken English (SEC)
Course Code	21CBSEN12
Semester	2
No. of Credits	1

Objectives of the Course

Sr. No.	Objectives
1.	To offer practically helpful grammar lessons and exercises to students so that they not only get to know the beauty and communicative power of English but also its practical application
2.	Inculcate in students intellectual and communicative finesse.
3.	To develop oral and written communication skills of the students so that their employability enhances
4.	Help students improve the range and depth of their vocabulary.

Course Outcomes

Sr. No.	Learning Outcome
1.	Students understand and use grammatically correct language.
3.	Students develop communicative skills
3.	Students improve their intellectual capacities and caliber

Syllabus

Unit No.	Title with Contents	No. of Lectures
Unit I:	IMPORTANCE OF ENGLISH 1.Importance of grammar 2.Verbs 3.Tenses (present/past/future) Activity	4 lectures 1 1 1 1
Unit II	IMPORTANCE OF VOCABULARY List of vocabulary 1. Person 2. Place 3. Food 4. Action 5. Corporate	4 lectures 1 1 1 1
Unit III	IMPORTANCE AND VALUE OF POLITE SPEECH 1. Modal auxiliary verbs 2. Functions of Modal auxiliary 3. Positive Negative questions 4.how to improve communication	6 lectures 2 1 1 2
Unit IV	INTRODUCTION TO PERSONALITY DEVELOPMENT 1. Meaning of personality 2. Types of personality 3. Importance of Personality Development 4. Importance of communication	7 lectures 1 2 2 2
Unit V	INTERVIEW PRESENTATION 1. Self-introduction 2. Formal/informal introduction 3. Commonly asked questions 4. Relevant answers to the questions asked	4 lectures 1 1 1 1
Unit VI	IMPORTANCE OF BODY LANGUAGE 1.Interview and body language 2.Body language gestures 3. Power dressing 4. Grooming tips	4 lectures 1 1 2 1
	Evaluation Session	1 lecture

References:

Murphy, Raymond. *Intermediate English Grammar*. 2nd ed. Cambridge University Press.

Tickoo, M.L., Subramanian, A.E., and Subramanian, P.R. *Intermediate Grammar Usage and Composition*. Handouts and supplementary reading material shall be provided for the grammar and vocabulary units.