



ELEMENTARY COMMUNICATIVE ENGLISH

Name of Course: ELEMENTARY COMMUNICATIVE ENGLISH

Duration:60 Hrs.

Offered by: Ramakrishna Sarada Mission Vivekananda Vidyabhavan and Sri Sarada Math Rasik Bhita

Eligibility: 10 + 2 Passed and RKSMVV Students

Course Fee: Nil

Course Overview:

Elementary Communicative English course is designed to enhance essential English language skills, including vocabulary, fluency, comprehension, reading, pronunciation, grammar, email writing for effective communication in real life situation.

Course Objectives:

- To enable the students to learn grammar, correct pronunciation, spelling, meaning and usage of English words so that their vocabularies improve.
- To teach the students to compose correct sentences with commonly used words that are a part of everyday usage.

- To arrange for the development in English writing skills through repeated practice so as to increase their proficiency.
- To simulate real life situations in the classroom to create a logical platform so that the students can practice English dialogues and speeches to gain fluency in speaking the language effortlessly.
- To enhance comprehension of the language through silent and loud reading practices and overcome their apprehension of speaking English in front of an unfamiliar audience, thus boosting their self-confidence.

Syllabus in Modules:

Elementary Communicative English		
Module	Content	Duration (Hrs.)
1	i. What is Communicative English ii. Self-Introduction – Formal and Informal iii. Formal Introduction – Name and Place, Last Educational Qualification, About Family (How many members, what are they doing), Hobby iv. Introducing a friend to someone	2
2	i. Discussing the daily routine. What kind of information should be used, what should be omitted, how do make it sound 'not boring' ii. Small talk – Regular conversation – with a co-passenger, a colleague, a friend, a distant cousin etc. – Getting introduced,	4

	<p>meeting after a long time, asking about life generally, talking about aim and hobbies, likes and dislikes etc.</p>	
3	<p>Comprehension & Reading:</p> <p>i. Reading a passage. It should involve explaining the passage, ensuring the students understand followed by loud reading by the students.</p> <p>ii. Talk on a topic related to the passage</p>	4
4	<p>i.The concept of telephonic conversations.</p> <p>ii. Simple telephonic conversations common in daily life – Booking a hotel room, booking a table at a restaurant, ordering food (home delivery, ordering pizzas, ordering Chinese food etc.), calling up the reception of an institute to take admission for Computer and Spoken English, calling up customer care/call centres etc.</p>	4
5	<p>i. Making appointments – Etiquettes involved, choice of vocabulary, use of social expressions.</p> <p>ii. Situations of making appointments – doctor’s chamber, appointment with the</p>	4

	<p>principal, appointment to meet the local municipality Chairman, appointment with the President of the Durga Puja Committee of your locality, seeking appointment for an interview with the HR etc.</p>	
6	<p>Daily conversations and Small Talk:</p> <p>i. Talking to neighbours, cousins, friends, talking about hobbies, how you love to spend weekends and holidays, how Sunday is different from the rest of the days, talking about your favourite breakfast/lunch/breakfast, talking about the weather, talking about the job market, career plans, professional courses available and how important they are etc.</p> <p>ii. Ordering food at a restaurant, conversations at the table, booking tickets at the counter (station or movie hall) etc.</p>	6
7	<p>Extempore – Begin with easy topics like My family, A rainy day, Winter vacation, Favourite season, Favourite festival, Pocket Money, A day without electricity etc. and then move on to more matured ones like The job I want to do, Importance of Customer in Business, Need of Professional</p>	6

	Training, How the use of Computer has changed our lives, Life after the Pandemic etc.	
8	Picture interpretation	4
9	Giving directions – Show various maps of known places.	5
10	Audio – Visuals – Short videos/Audio clips. Followed by discussions, fill in the blanks and other post listening exercises.	6
11	Debates	5
12	Writing a Formal Letter	4
13	Grammar – Basic – Articles, Auxilliaries, Modals (Can, Could, May, Might, Will, Would, Must) ii. Tenses iii. Prepositions	4
Assessment		2
Total duration		60

Resource Persons:

Smt. Alakananda Sen, Faculty, Communicative English, Sri Sarada Math
RasikBhita

Smt. Maya R. Chowdhury, Faculty, Communicative English, Sri Sarada Math
RasikBhita

Smt. Arunima Bhattacharyya, Faculty, Communicative English, Sri Sarada Math RasikBhita

Learning Outcomes:

After the completion of the course the students will be able:

- To understand simple texts written in English, construct simple sentences using correct grammar, and answer questions based on a close reading of the text.
- To compose simple paragraphs on a particular topic.
- To apply knowledge of basic grammar should be acquired by the students.
- To converse more or less spontaneously in English on familiar topics.

Assessment Procedure:

Three Formative Assessments' scores are provided as percentages. The Total Grade is determined based on the overall performance across all assessments. The Continuous Assessment column provides a general evaluation of the students' participation, engagement and adherence to deadlines throughout the course.

Grading criteria along with the corresponding percentage ranges:

A: 90%-100%

B: 80%-89%

C: 70%-79%

D: 60% - 69%

F : Below 60%

