

CIRCULAR:-

The Principals of the affiliated colleges in Arts, Science and Commerce are hereby informed that the recommendation made by the Board of Studies in English at its meeting held on 26th July, 2005 has been accepted by the Academic Council at its meeting held on 6th August, 2005 vide Item No.4.30 and that ⁱⁿ accordance therewith, the Certificate/Diploma in Conversational English as an Add-on Course is instituted by the University from the academic year 2005-2006.

Further that the syllabus for the Certificate/Diploma in Conversational English as an Add-on course is as per Appendix and that the same has been brought into force with effect from the academic year 2005-2006.

MUMBAI-400 032

21st September, 2005

for REGISTRAR

To,

The Principals of the affiliated colleges in Arts, Science and Commerce

AC/4.30/06.08.05

No.UG/ 394 -A of 2005, MUMBAI-400 032 21st September, 2005

Copy forwarded with compliments for information to :-

- 1) The Deans, Faculty of Arts, Science and Commerce
- 2) The Chairman, Board of Studies in English

for REGISTRAR

Copy to :-

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Personal Assistants to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information .

The Officer on Special Duty-cum-Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Statistical Unit (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Deputy Registrar, Affiliation Section (2 copies), the Director, Institute of Distance Education, (10 copies) the Director University Computer Center (IDE Building), Vidyanagari, (2 copies) the Deputy Registrar (Special Cell), the Deputy Registrar, (PRO) . the Assistant Registrar, Academic Authorities Unit (2 copies and the Assistant Registrar, Executive Authorities Unit (2 copies) . They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above Circular and that no separate Action Taken Report will be sent in this connection. the Assistant Registrar Constituent Colleges Unit (2 copies), BUCT(1 copy), the Deputy Account, Unit V(1 copy), the In-charge Director, Centralize Computing Facility (1 copy), the Receptionist (1 copy), the Telephone Operator (1 copy), the Secretary MUASA (1 copy), the Superintendent, Post-Graduate Section (2 copies), the Superintendent, Thesis Section (2 copies)

UNIVERSITY OF MUMBAI

SYLLABUS

FOR

CERTIFICATE/DIPLOMA IN

CONVERSATIONAL ENGLISH

(ADD-ON-COURSE)

(with effect from the academic year 2005-2006)

UNIVERSITY OF MUMBAI
UGC SPONSORED ADD-ON COURSE

Syllabus for the Certificate Course in Conversational English.

OBJECTIVES:

- 1) To help the students improve upon their capacity to communicate effectively in English.
- 2) To assist them in achieving grammatical correctness, especially in the use of certain structural items fundamentally important in English.
- 3) To make students aware of some aspects of pronunciation in English sounds that differ from some vowel and consonant sounds in Indian languages, as well as stress and intonation.
- 4) To enable students to speak English with a fair degree of fluency and confidence, thereby improving their prospects in the job market.

ELIGIBILITY:

A candidate for being eligible to take the course should have passed the Std. XII Arts / Science / Commerce Examination of the Maharashtra State Board, or its equivalent.

DURATION - 1 Year - 80 clock hour (3 hours per week)

i) LISTENING SKILLS:

- a) Listening to T.V. News channels, Talk shows, Radio F.M. News, Speeches and such other programmes. Taped conversation, Poetry Recitation etc.
- b) Simple tips to be given for developing listening skills and making the student aware of the barriers to listening, and providing training to overcome the barriers while listening activities are conducted.

Exercises such as jotting down key words, identifying the speakers / characters in the conversations.

II) CONVERSATION PRACTICE

- a) Conversational Etiquette (face to face and on the telephone)
- Greeting - parting
 - Agreeing - disagreeing.
 - Interrupting a conversation, etc.
- b) Conversation - Individual utterances:
- i) Affirmation and Denials
 - ii) Doubts and Uncertainties
 - iii) Surprise
 - iv) Approval and Disapproval
 - v) Permission, requests, commands.
 - vi) Willingness, wish, intention, insistence.
 - vii) Warnings, promises, threats.
- c) Conversation in pairs or groups (at simple level) in real life situations on the campus, such as
- i) Speaking to Principal
 - ii) Getting the I-Card
 - iii) Borrowing books from the library
 - iv) Introductions : self, friends / new friend
 - v) Inquiring about scholarships / free ships, book-bank, railway concession, hostel accommodation.
 - vi) Asking for directions and such other situations requiring the use of simple and short expressions.
- d) Conversation in pairs or groups involving speaking to unknown persons in situations outside the campus.

Examples - Talking about daily general activities
 - Asking for the time / date.
 - Talking about the weather
 - Ordering food, in the shopping mall.
 - At the hospital / with a doctor
 - In the bank, at the Railway / Bus station.

The student is to be made aware of

- i) Shift in register
- ii) Code mixing.

III) PRONUNCIATION

Word stress, Intonation Patterns, Pitch and Tone.
Shifting stress in utterances.

Difference in the pronunciation of individual vowels and consonants and clusters between the Indian languages and English (e.g. words like five, station, school, etc)

Remedial exercises in pronunciation.

The use of the dictionary for pronunciation.

Use of Linguaphone.

IV) VOCABULARY BUILDING

- Word formation: Prefixes, Suffixes, Forming adjectives from nouns and vice versa, etc. Compound words.
- Listing of words related to particular fields.
- Listing of words related to subjects of study.
- Listing of words related to current events.
- Choosing correct / better word from a list of words.
- Various activities for enriching vocabulary - word games, cross words, puzzles, what's the good word, slot-filling, word antakshri etc.
- Introduction to Thesaurus.

V) GRAMMAR

Use of Tenses.

Sentence Patterns.

Subject - Verb concord, Person / Number - Verb Concord.

Transformations - Affirmative ↔ Negative

Assertive ↔ Interrogative

Simple ↔ Complex

Singular nouns ↔ Plurals

Question tags - affirmative and negative

Short-answer questions.

Use of prepositions.

VI) PRESENTATION

1. Preparatory session :

- a) Simple tips on technique of presentation
- b) Body Language
- c) Mannerisms.
- d) Listening and responding to presentations by others.

2. Presentation Activities -

- Short speeches (one minute) on simple topics.
- Speaking about self.
- Presenting a product / a person / a point of view, and the same topic to be presented with change of perspective.

VII) PROJECT

- Debate
- Role Play
- Dramatization.

SUGGESTIONS FOR TEACHING:1) *TEACHING TIME*

The teaching and practice for each of the modules should be done through out the year. Teaching time should be distributed according to the students' needs within each class hour; modules may be combined, according to the teacher's discretion.

2) *CONTENT*

While selecting situations for conversational practice, the teachers should follow the principle of simple to complex, familiar to unfamiliar.

The items and examples given in the various modules are in the nature of suggestions, and are not exhaustive. Teachers may use more / easier / more difficult items or examples to suit the level of their students.

Unit-wise allocation of marks.

	<u>Marks</u>
1. Listening	10
2. Conversation	20
3. Pronunciation	10
4. Vocabulary	10
5. Grammar	10
6. Presentation	20
7. Project Work	20
Total	100

Evaluation

There will be no written examination for this course. The progress of the students will be tested through orals / practicals. 4 tests should be given to the students, 2 in each term (i.e. 40 hours). The marking scheme will be as follows:

1 st Test	2 nd Test	3 rd Test	4 th Test	Total
Listening - 10	Conversation - 20	Presentation - 20	Project - 20	
Vocabulary - 10	Pronunciation - 5	Grammar - 5	Grammar - 5	
Pronunciation - 05				
Total 25	25	25	25	100

The grades awarded will be as follows:

GRADE - A	:	75% and above
GRADE - B	:	Between 60% and 74%
GRADE - C	:	Between 45% and 59%

Students are required to secure a minimum of 45% to pass the examination.

Successful students will be awarded the Certificate in Conversational English

BIBLIOGRAPHY -

1. 'English Conversational Practice' by Grant Taylor, Tata McGraw Hill, New Delhi.
2. 'Speaking English' A self-learning Guide to conversation practice with audio cassette by V. Sasikumar and P.V. Dhamija, Tata McGraw Hill, New Delhi.
3. 'Speaking English Effectively' by Krishna Mohan, N.P. Singh, Mac Millan India Ltd.
4. 'Communication in English' by Bhatnagar and Bell, Orient Longman.
5. 'Grammar Practice Activities' A Practical Guide for Teachers, by Penny Ur, Cambridge handbooks for language teachers.
6. 'A Communicative Grammar of English' by Geoffrey Leech and Jan Svartvik, Longman, London and New York.
7. 'An English Phonetic Reader' by R.K. Bansal and Clive Brasnett Orient Longman.
8. 'Practical English Usage' by Michael Swan, Oxford University Press.
9. 'English Pronunciation Dictionary' Daniel Jones, UBS
10. 'Mastering Modern English' David Cameron, Orient Longman, Chapters from Part-III Ch No.9 and 10 for structural exercises.
11. Speaking English: An Intermediate Oral Practice Book, P.G. Dept. of English, S.N.D.T. Women's University, Bombay.
12. Advanced Conversational English: Work Book, Keith Morrow.
13. How to Build a Better Vocabulary, Maxwell Numbering and Morris Resenblum.
14. A B C of Common Grammatical Errors, Nigel D. Turton.
15. Developing Reading Skills, Francoise Grellet.
16. Six Weeks to words of Power, Wilfred Funk.
17. Exploring spoken English, Ronald Carter and Michael Mc Carthy.

University of Mumbai UGC- sponsored Add-On Course

Syllabus for 'Diploma Course in Conversational English'

Objectives

1. To enable students to speak English proficiently.
2. To develop good listening skills
3. To help students to improve their diction and pronunciation.
4. To train them adequately for jobs where spoken skills are required.

Eligibility:

To take up this course, a student should have successfully completed the University of Mumbai Add On Course titled 'Certificate Course in Conversational English'.

Duration

1 year - 80 hours (3 hours per week)

Syllabus

1. Listening

This unit aims at creating Accent awareness.

It involves exposure to a variety of accents, stress, information shifts as well as regional flavors in spoken English.

Listening practice:

a) News Channels/Reporting on T.V- NDTV, BBC, CNN, which have distinct accents

b) Films-Social, Political, Historical (e.g. Born Free, Schindler's list, Out of Africa, Films based on Literary Classics)

2. Further tips on developing higher level listening skills.

c) Speeches having longer utterances (e.g. Winston Churchill's Speeches).

d) Debates, Talk shows, discussions on various T.V. channels /Radio stations.

Exercise: Responding to listening activities through comments, abstracting main points, drawing inferences, summarizing, etc

3. Use of Linguaphone.

4. Conversation

- Importance of training in voice culture, voice modulation and diction for DJs, RJs, VJs and Call Center Executives.

- Reinforcement of work done in Certificate Course.

- Remedial work in Pronunciation, Stress, Intonation.

More practice in Conversations skills:

- Giving instructions, advice in more challenging situations (e.g. Choosing a career).

- Persuasive, logically - developed argumentative conversation in more formal situations.

- Developing ability to think on ones feet and persuasion and arguing logically: Interviews (Selection, Grievance, Journalistic and Under-Stress): Sales Promotion/Marketing.
- Giving instructions/directions in more complicated contexts and challenging situations.
- Debates
- Advanced / complicated Telephonic Conversation using Linguaphone.

III) Speeches (Level II)

1. Introducing a guest.
2. Welcoming the chief guest.
3. Vote of Thanks
4. Expressing opinions.
5. Felicitation
6. Condolence speech.
7. Farewell speech

IV) Grammar – Remedial Exercises

Reinforcement of utterances for grammatical correctness and structural variety.

- Use of Modals- Can/ May/ Might/ Shall/ Should/ Need/ Ought/ Must/ Have. Exercises in use of modality: Affirmation, probability, possibility, Negation, Conviction Conjecture, Doubt, Disbelief Commitment, Intention, and Obligation.
- Reported Speech
- Transformation: Active <-> Passive, etc.
- Correction of common errors (Use of 'since' and 'for', Unless/if, Prepositions etc.

V) Presentations (Level II)

1. Reinforcement of skills acquired at Level I
2. Group Discussions
3. Presenting a book, personality, institution involving review, opinion and assessment.
4. Dramatization/ Role Play.

VI) Vocabulary Reinforcement

1. Moving on to higher-level vocabulary building.
2. Phrasal Verbs (e.g. To be taken in, uncalled for, etc)
3. Common foreign phrases (eg. Per se, raison d'etre, etc)
4. Use of Dictionary and Thesaurus.

SUGGESTIONS FOR TEACHING:

1)

TEACHING TIME

The teaching and practice for each of the modules should be done through out the year. Teaching time should be distributed according to the students' needs within each class hour; modules may be combined, according to the teacher's discretion.

2) *CONTENT*

While selecting situations for conversational practice, the teachers should follow the principle of simple to complex, familiar to unfamiliar.

The items and examples given in the various modules are in the nature of suggestions, and are not exhaustive. Teachers may use more / easier / more difficult items or examples to suit the level of their students.

Unit wise allocation of marks:

	Marks
1. Listening and Accent awareness	20
2. Conversational practice	20
3. Speeches	20
4. Grammar	10
5. Presentation	20
6. Vocabulary	10
Total	100

Evaluation

There will be no written examination for this course. The progress of the students will be tested through orals / practicals. 4 tests should be given to the students, 2 in each term (i.e. 40 hours). The marking scheme will be as follows:

1 st Test	2 nd Test	3 rd Test	4 th Test	Total
Listening - 20 Vocabulary - 5	Conversation - 20 Grammar - 5	Speech - 20 Grammar - 5	Project - 20 Vocabulary - 5	
Total 25	25	25	25	100

The grades awarded will be as follows:

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15. Developing Reading Skills, Francoise Grellet.
16. Six Weeks to words of Power, Wilfred Funk.
17. Exploring spoken English, Ronald Carter and Michael Mc Carthy.
18. Speak easy (Voice and accent training manual) - Arjun Raina (Full circle)
19. Current English Usage - F T Wood (Paper Mac)
20. Dictionary of Foreign Words and Phrases - A.J Bliss (R.K.P)