

Detail Syllabus Of Certificate Course On Spoken English

Unit no	Topic	Content
Unit 1	Parts Of Speech	<ul style="list-style-type: none"> • Noun • Pronoun • Adjective • Verb • Preposition • Conjunction
Unit 2	Tense	<ul style="list-style-type: none"> • Past tense • Presentence • Future tense
Unit 4	Spelling and errors	<ul style="list-style-type: none"> • Active Voice • Passive voice • Rules • spot errors
Unit 5	Subject And Agreement	<ul style="list-style-type: none"> • Rules • Example
Unit 6	Direct and Indirect Speech	<ul style="list-style-type: none"> • Rules • Charts • Exercise
Unit 7	Body language	<ul style="list-style-type: none"> • Physical Expression • Tone of voice • Attitude
Unit 8	Communication Skill	<ul style="list-style-type: none"> • Importance of communication • Communication process • Reading Skill • Writing Skill
Unit 9	Social conversion skill	<ul style="list-style-type: none"> • Produce and resound • Oral Description and presentation
Unit 10	Presentation	<ul style="list-style-type: none"> • Types of presentation • Define goal • Nonverbal communication

N. Kusale

Subject Expert



P. Talce

Subject Expert

S. S. S.

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