

CERTIFICATE PROGRAMME IN SPOKEN ENGLISH (DURATION: 3 months)

COURSE CODE	COURSE TITLE	CREDIT (S)
SE01	SPEECH AND COMMUNICATION SKILLS	02
SE02	GRAMMAR AND USAGE	02

COURSES:

- A. SE01: SPEECH AND COMMUNICATION SKILLS (CREDITS: 02)
- B. SE02: GRAMMAR AND USAGE (CREDITS: 02)

COURSE OUTCOMES (COs):

- A. SE01: SPEECH AND COMMUNICATION SKILLS (CREDITS: 02)
  - 1. Acquire listening, speaking and reading skills.
  - 2. Facing interviews with confidence.
  - 3. Developing a professional approach in handling telephone conversation by being polite, warm and friendly; focusing on the objectives of conversation and making a good impression upon others.
  - 4. Speaking in public without hesitation with careful choice of words and gauging the mood of listeners.
- B. SE02: GRAMMAR AND USAGE (CREDITS: 02)
  - 1. Make a choice of appropriate vocabulary items in speech.
  - 2. Make use of discourse markers in oral communications.
  - 3. Make appropriate use of grammar while speaking.