

Rayat Shikshan Sanstha's
Arts, Science and Commerce College,
Ramanandnagar (Burli)
Year 2019-20

CERTIFICATE COURSE
IN
SPOKEN ENGLISH

Organized by

Department of English

A S C College, Ramanandnagar(Burli)

Course Coordinator

Smt. S. S. Nadaf

Course Duration

3 Months

2ndAugust 2019 – 2ndNovember 2019

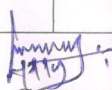
Rayat Shikshan Sanstha's
Arts, Science and Commerce College,
Ramanandnagar (Burli)
Department of English

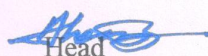
Year 2019-2020

CERTIFICATE COURSE IN SPOKEN ENGLISH

Structure of the Course

➤	No. of Students Allotted for Course	25
➤	Duration of Course	3 Months
➤	Working Days	4 Days in a Week
➤	Time of Course	10.00 to 11. 00 a.m. (Science & B.C.A.) 11.00 to 12.00 p.m.(Arts&Commerce) (Monday to Thursday)
➤	Class of Students	B.A.III, B.Com III, & B.Sc.III, B.C.A
➤	Outline of Course	2 lectures & 2 Practical's
➤	Total Lecture Periods	20 Periods
➤	Total Practical Periods	40 Periods
➤	Total No's of Periods of Course	60
➤	Fee of Course	Rs.500/- per student
➤	Total Budget of Course	Rs. 500 100 = 50, 000/-
➤	Faculty	1. Smt. S. S. Nadaf


Course
Coordinator


Head
Department of English

Rayat Shikshan Sanstha's
Arts, Science and Commerce College, Ramanandnagar (Burli)
Department of English
Certificate Course in Spoken English

1. Aims and Objectives:

- a) To develop awareness and use of the conventions of academic English.
- b) To improve an ability of communication effectively and appropriately in real life situation.
- c) To develop overall proficiency in the use of English.

2. Duration:

- a) 3 Months Four days in a week.

Total No. of Periods	Theory Periods	Practical Periods
60	20	40

3. Qualification: H.S.C.

4. Intake Capacity: Minimum 15- Maximum 30

5. Course Fees: Rs. 500/-

6. Subjects

1. Introduce to Ourselves
2. Basics of Phonetics
3. Developing Listening Skill
4. Developing Vocabulary
5. Basic English Grammar

7. Examination System:

Paper –I (Theory) Paper-II (Practical)
50 Marks Theory + 50 Marks Oral
Practical for passing minimum required are 35%

8. Syllabus of the Course

I-Theory

Unit. I Introduce to Ourselves

- i. Speaking about myself
- ii. Expressing feelings and opinions
- iii. Sharing personal experiences
- iv. Describing object, person and process
- v. Daily routine

Unit. II Basic of Phonetics

- i. Consonants and Vowels
- ii. Primary Stress
- iii. Phrases and Clauses
- iv. Semantics

Unit. III Developing Listening Skill

- i. By Rhymes, Music
- ii. Speeches in English language
- iii. Audio book
- iv. You Tube Videos
- v. TV Shows

Unit. IV Developing Vocabulary

- i. Synonyms
- ii. Antonyms
- iii. Homophones
- iv. Word formation
- v. Word puzzle
- vi. Edit your own writing

Unit. V Basic English Grammar

- i. Parts of Speech
- ii. Article
- iii. Word order
- iv. Tense
- v. Formation of question

II- Practical

Under the Listening Skill

1. Listen information of purpose and recite it.
(Eg. Telephonic message, commentaries, airport and railway station announcement)
2. Understand and interpret messages conveyed in person or by telephone.
(Eg. Telephonic communication- taking message, leaving message, reporting message, recorded message)
3. Understand and respond appropriately to instruction, advice, request and warning. (Eg. imaginary situation)

Under the Speaking Skill

Usage of greetings and manners

- Narrate real, imaginary incidents with sequence.
- Presentation of summaries and reports
- Real life situation
- Public speaking
- Participation in group discussion
- Debating
- Seminar presentation
- English for Hospitality- (Airport, Car rental, Hotel, Direction)

9. Recommended Books:

1. High school English Grammar-Wren and Martin
2. English Grammar for Today
3. English for Proficiency- D. H. Spencer

RAYAT SHIKSHAN SANSTHA'S

ARTS, SCIENCE AND COMMERCE COLLEGE, RAMANANDNAGAR (BURLI)

Department of English

Certificate Course in Spoken English

Time Table 2019-20

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10.30 a.m. to 11.15 a. m.	Ms. S. S. Nadaf Theory	Prof. M. B. Aher Practical	Dr. U. V. Patil Theory	Mr. S. P. Sutar Practical	Mr. Sakate B.S. Theory	Ms. S. S. Nadaf Practical


Coordinator

Prof. S. S. Nadaf


Head

Department of English



॥ कर्मवीर ॥
स्थापन : १९६८

रयत शिक्षण संस्थेचे,

। शिवाजी विद्यापीठ, कोल्हापूर संलग्नित । ज्यु. कॉ. क्र. : J 22.07.001

नॅक पुस्तकक्रमांक : 'अ'

आर्ट्स, सायन्स अँड कॉमर्स कॉलेज

रामानंदनगर (बुर्ली), किलोस्करवाडी-४९६ ३०८ ता. पलूस, जि. सांगली.

संस्थापक : पद्मनूषण डॉ. कर्मवीर भाऊराव पाटील श. श. श.

प्राचार्य, डॉ. एल. डी. कदम, एम. एस्सी. पीएच. डी.

वेबसाईट : www.asccollege.org | ईमेल : ascc_magar@gmail.com | STD (०२३४६) कार्यालय : २२२०३५ | निवास : २२२००९ | फॅक्स : २२२०३५

जावक क्र :

दिनांक :

The Principal,
Arts, Science and Commerce College,
Ramanandagar (Burlu)

**Subject: To Start Skill Development Short Term Course
'Certificate Course in Spoken English.'**

Respected Sir,

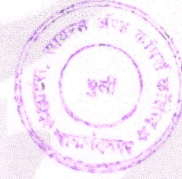
With reference to the above mentioned subject, I am pleased to intimate you that department of English wishes to start a skill development course 'Certificate Course in Spoken English' under Rayat Skill Development sponsored programmes.

Thanking You.

Course Coordinator
Prof. Smt. S. S. Nadaf

Yours Faithfully,

Principal
Dr. L. D. Kadam



सुवर्ण महोत्सवी वर्ष

१९६८-२०१८

ता. पलूस, जि. सांगली

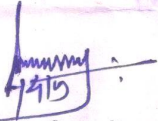
Rayat Shikshan Sanstha's
Arts, Science and Commerce College, Ramanandnagar (Burli)

Department of English
"Certificate Course in Spoken English"

NOTICE

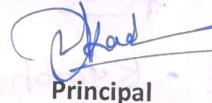
31st July, 2019

All the students of B.A., B.Com., B.Sc., and B.C.A. are hereby informed that the department of English will start short term course *Certificate Course in Spoken English*. Students should complete the registration process at the department of English.



Course Coordinator

Smt. S. S. Nadaf



Principal



A S C College Ramanannagar

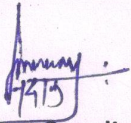
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"Certificate Course in Spoken English"

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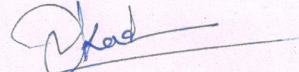
31st July, 2019

All the students of B.A., B.Com., B.Sc., and B.C.A. are hereby informed that an 'Inaugural function' of *Certificate Course in Spoken English* and *Certificate Course in Personality Development* will be held on Saturday, 3rd August, 2019, at 11.00 am. in the Auditorium . All the students and faculty members should be remain present for this programme.

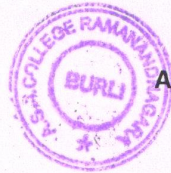


Course Coordinator

Smt. S. S. Nadaf



Principal



A. S. C. College Ramanandnagar

Rayat Shikshan Sanstha's
Arts Science and Commerce College, Ramanandnagar

Department of English
Certificate Course in Spoken English

Year 2019-20

List of Students

Sr. No	Name of the student
1.	Awati Kajal Sunil
2.	Bhosale Rohit Kailas
3.	Chaugule Rohini Pradip
4.	Chaugule Tejashri Vardhman
5.	Deshmukh Rohit Ramesh
6.	Jadhav Pratiksha Rajkumar
7.	Jadhav Runali Dhanaji
8.	Jadhav Shital Bajarang
9.	Phadatare Aishwarya Kishor
10.	Phadatare Pranali Hanmant
11.	Sapkal Swati Manik
12.	Shikhare Prajakta Sharad
13.	Shinde Shubhangi Nivrutti
14.	Sule Vishakha Bipin
15.	Thorbole Shivani Dilip


Course Coordinator

Smt. S. S. Nadaf

Rayat Shikshan Sanstha's
Arts Science & Commerce College Ramanandnagar

Department of English

Certificate Course in Spoken English

Action Report

2019-2020

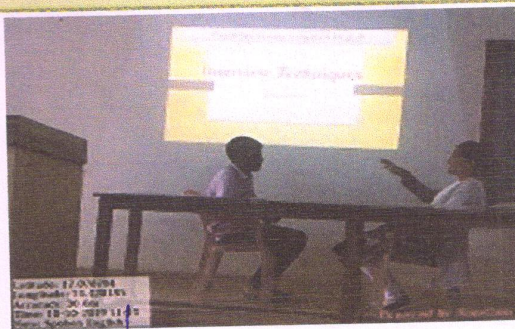
The department of English has been running one short term course like Certificate Course in Spoken English for semester-I under the Rayat Skill development. In the present academic year 15 students have admitted for this course. The course has the objectives as- to enable students in communication skill and to develop comprehensive abilities among the students. The department of English has conducted this course for the duration of 3 months. Throughout this course, we develop listening, reading, writing and speaking skills in English language. Instead of this, we build up vocabulary via language games and practices. Leadership, Interviews techniques, Group Discussion such skills are developed by the faculty with the help of Language Lab and ICT Classroom. We also work on their body language and accuracy in English through tasks which deal individually and in team up. Students are benefitted with the Google classrooms, ICT Classroom, videos, you-tube lectures and several apps which are essential to modify and twist their skill for the competitive world.

Outcomes

1. Developed Vocabulary which essential to speak English language.
2. Built up communication skills via Self-Introduction, English for hospitality and

Beneficiary

15 students have benefitted this course.



S. S. Nadaf
Course Coordinator
Prof. S. S. Nadaf



S. S. Nadaf
Principal
A S C College Ramanandnagar

