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Format for syllabus development of
skill development course

Title of course: Proficiency in Spoken English	
Nodal Department of III I to run course	
Board Area/ Sector-	Languages
Sub Sector-	Communication Skills
Nature of course- Independent/ Progressive	Independent
Name of suggestive Sector Skill Council	...
Aligned NSQF level	3
Expected fees of the course- Free/ Paid	
Stipend to student expected from industry	
Number of Seats	
Course Code	
Max Marks-----100----- Minimum Marks	Credits-03 (1Theory, 2Practical)
Name of proposed skill partner (Please specify, Name of industry, company etc. for Practical/training/ internship/OJ)	
Job prospects- Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name type of industry, company etc.)	For Candidates who complete this course, there are following job prospects : 1. Translator 2. Theatrical and Media services 3. News-reader 4. Language expert 5. Journalist 6. Marketing communication 7. Mass- Media

Syllabus

Unit	Topics	General/ Skill component	Theory/ Practical/O JT/Interns hip/Trainin g	No of theory hours (Total-15 Hours= 1 credit)	No of skill hours (Total-60 Hours= 2 credits)
I	Fundamental Grammar	General	Theory	9	
II	Vocabulary Building	General	Theory	6	
	Training of Soft Skills				
III a	Greetings and introduction	Skill	Practical		5
b	Asking and responding to questions	Skill	Practical		5
IV a	Dialogues	Skill	Practical		5
b	Describing Places, Persons, Events and Narrations	Skill	Practical		5
	Training of Pronunciation and Accent (through Software)				
V	Pronunciation, Stress, Syllable And Intonation	Skill	Practical		10

VI	Voice and Accent Training	Skill	Practical	
VII a.	Grooming of Personality			
b.	Group Discussion			10
VIII	Interview Skills	Skill	Practical	
VIII	Internship	Skill	Practical	
	Suggested Reading:	Skill	Practical	5
	Suggested Digital Platforms/ web links for reading:			5
	Suggested OJT/ Internship/ Training/ Skill partner			10
	Suggested Continuous Evaluation Methods:			
	Course Pre-requisites:			
	<ul style="list-style-type: none"> • No pre-requisite required, open to all • To study this course, a student must have the subject ----- in class/12th/ certificate/diploma • If progressive, to study this course a student must have passed previous courses of this series. 			
	Suggested equivalent online courses:			
	Any remarks/ suggestions:			
	Notes:			
	<ul style="list-style-type: none"> • Number of units in Theory/Practical may vary as per need • Total credits/semester-3 (it can be more credits, but students will get only 3 credit/semester of 6 credits/year • Credits for Theory= 01 (Teaching Hours =15) • Credits for Internship/OJT/Training/Practical=02 (Training Hours=60) 			

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