

**Value Added Short Term  
Certificate Course**

**Advancing Towards English Proficiency**

***BA/B COM/MBA/LAW***



**TEERTHANKER  
MAHAVEER UNIVERSITY**  
N.H 24, Delhi Road, Moradabad  
Uttar Pradesh, 244001  
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	<b><u>Developed By:</u></b> <b>Dr Vandana Whig</b> <b>Professor (English)</b> <b>Department of Management</b> <b>TMIMT</b>		
<b>Course Code</b>	<b>Value Added Course</b> <b><u>Advancing Towards English</u></b> <b><u>Proficiency</u></b>	L T P C	
<b>Course Outcomes:</b>	<b>On completion of the course, the students will :</b>		
<b>CO1.</b>	Master the art of speaking in English language. Improvement in communications skills.	Remembering	
<b>CO2.</b>	Understanding the importance of English Language in the current scenario.	Understanding	
<b>CO3.</b>	Developing self confidence .	Applying	
<b>CO4.</b>	Acquiring proficiency in Spoken English.	Analyzing	
<b>CO5.</b>	Learning the application of English grammar to enhance the language skills.	Evaluating	
<b>CO6.</b>	Developing both verbal and non verbal communication to enhance Body Language and Communication.	Creating	
<b>Course Content:</b>			
<b><u>Module 1</u></b>	1.Importance of Self-Introduction 2.Practice of Self-Introduction 3. Role-play	<b>6</b> Hours	

<b><u>Module 2</u></b>	4.Group activity on the given topic 5. Situational Dialogues 6. Practice 7. Debate 8 Vocabulary building	8 Hours	
<b><u>Module 3</u></b>	9.Preparing an Oral & Power Point Presentation 10.Drafting a formal email for official / business purpose 11. Report Writing - Practice	8 Hours	
<b><u>Module 4</u></b>	12. Interview skills - Common Interview questions and their answers 13.Mock Interview	4 Hours	
<b><u>Module 5</u></b>	14. Group Discussion - Do's & Don'ts 15.GD Practice .	,4 Hours	
<b>Course Instructor</b>	Dr Vandana Whig Professor (English) Department of Management TMIMT		
<b>Methods of Instruction</b>	Lectures, Group Activity, Discussion, Presentation Practice, Assignments – Oral & Written.		
<b>Text Books &amp; Reference Material</b>	Spoken English Mastery – Binod Dey Professional Speaking Skills -Aruna Koneru		

<b><u>Methodology</u></b>	
<b>1</b>	Language Lab software.
<b>2</b>	The content will be conveyed through Real life situations, Pair Conversation, Group Talk and Class Discussion.
<b>3</b>	Conversational Practice will be effectively carried out by Face to Face & Via Media (Telephone, Audio-Video Clips)
<b>4</b>	Modern Teaching tools (PPT Presentation, Tongue-Twisters & Motivational videos with sub-titles) will be utilized
<b><u>Note:</u></b>	
<b>1</b>	Class (above 30 students) will be divided in to two groups for effective teaching.
<b>2</b>	For effective conversation practice, groups will be changed weekly

