

**Department of English**  
**Era University**  
**Course Outline**

<b>Course Name</b>	<b>Spoken English</b>	<b>Semester: 1</b>	<b>From.....to.....</b>
<b>Credits</b>	<b>2</b>	<b>Total sessions</b>	<b>30 hours</b>
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>➤ To explain meaning and importance of communication skills through activities.</li> <li>• To become better communicators by understanding the proper use of Grammar and vocabulary.</li> <li>• To know the nuances of better communication through listening, speaking, reading and writing.</li> <li>• To make students confident in public speaking skills.</li> </ul>		
<b>Learning Outcome</b>	<p>After completion of the course, students will:</p> <ul style="list-style-type: none"> <li>• Be able to express themselves by understanding significance of spoken English communication.</li> <li>• Communicate correctly using the tools of grammar and enhanced word power.</li> <li>• Engage in clear and effective communication through listening, speaking, reading and writing.</li> <li>• Overcome the apprehensions of public speaking.</li> </ul>		
<b>Pedagogy</b>	Interactive, discussion-based, student-centric, activity based skills		
<b>Sessions</b>	<b>Topic</b>	<b>Hours</b>	
<b>Unit 1</b>	<p><b><u>Communication Skills</u></b></p> <p>Meaning and Significance of Effective Spoken English Communication</p> <p><b><u>Self-Expression</u></b></p> <p>Self-Introduction: Formal and Informal</p> <p><b>Application-</b></p> <ul style="list-style-type: none"> <li>➤ Let me know you</li> <li>• My perspective (life, friendship, education system, Indian culture)</li> </ul> <p>7Cs of communication</p> <p><b>Application-</b></p> <ul style="list-style-type: none"> <li>• My favorites: destination, season, restaurant, book, mobile application</li> <li>• Demonstration: How to tie a tie, prepare two-minutes noodles, practice magical words-sorry, thank you, please, excuse me, how to make a blog</li> <li>• Express an Idea: A friend in need is a friend indeed, The grass is always greener on the other side, Practice makes a man perfect, Honesty is the best policy</li> <li>• Let's explore: Monuments in Lucknow, current events, Inventions</li> </ul>	<b>10 hours</b>	

*Lavina C...*  
11/13/2024

*M. D. Akh...*  
11/3/24

*V. Mehta*  
11/3/24

*...*  
11/3/24

*R. Nig...*  
11/3/24

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<p><b>Unit 2</b></p>	<p><b><u>Grammar (a run through)</u></b></p> <p>Overview of Basic Grammar rules</p> <p><b>Application-</b></p> <ul style="list-style-type: none"> <li>• I remember- Once upon a time! I went to a water park.</li> <li>• Look around- Present Tense</li> <li>• Plan/ Predict- Future Tense (use 5 positive, 5 negative and 5 interrogative sentences in your speech)</li> </ul> <p><b><u>Word Stock</u></b></p> <p>Vocabulary building</p> <p><b>Application-</b></p> <ul style="list-style-type: none"> <li>• Short talks using Smart Words</li> <li>• Practice Basic and advanced phrases</li> <li>• Word Association</li> <li>• Vocabulary Hangman</li> </ul>	<p><b>6 hours</b></p>
<p><b>Unit 3</b></p>	<p><b><u>Language Skills (LSRW)</u></b></p> <p>Introduction to LSRW skills</p> <p><b>Application-</b></p> <ul style="list-style-type: none"> <li>• Photojournalism</li> <li>• Listening Comprehension</li> <li>• Effective Reading Skills</li> <li>• Tongue twisters.</li> </ul> <p><b><u>Conversational Skills</u></b></p> <p>Meaning of Conversations</p> <p>Formal and Informal conversations.</p> <p><b>Application-</b></p> <ul style="list-style-type: none"> <li>• One-to-one conversation</li> <li>• Group Discussion</li> <li>• Negotiations</li> <li>• Solution Analysis</li> <li>• Situational Conversation</li> <li>• Telephonic Conversation</li> <li>• Listen-Recall-Reflect</li> <li>• Role Play</li> </ul>	<p><b>6 hours</b></p>
<p><b>Unit 4</b></p>	<p><b><u>Public Speaking Skills</u></b></p> <p>Planning and Structuring the content</p>	<p><b>8 Hours</b></p>

*Lucia Co - ✓ 11/03/2023*  
*V. Mehtari 11/3/24*

*M. N. Reddy 11/3/24*

*R. Nigam 11/3/24*

*[Signature] 11/3/24*

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	<p>Audience involvement</p> <p>Verbal and Non-verbal communication</p> <p>Application-</p> <ul style="list-style-type: none"> <li>• Impromptu</li> <li>• Executive Chef</li> <li>• Advertising a product</li> <li>• Collaborative presentation</li> <li>• Skit presentation</li> </ul>	
	<b>Total Hours</b>	<b>30 hours</b>
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Palmer, F.R., Grammar and Meaning, Cambridge University Press, 2008.</li> <li>2. Leech, G., Svartvik, J., A Communicative Grammar of English (3<sup>rd</sup> Edition), Pearson Longman Publication, 2003.</li> <li>3. Ford, E.C., Grammar in Interaction, Cambridge University Press, 2005.</li> <li>4. Choy, P., Clark, D.G., Basic Grammar and Usage (7<sup>th</sup> Edition), Cengage Publication, 2006.</li> <li>5. Swan, M., Practical English Usage (3<sup>rd</sup> Edition), Oxford University Press, 2003.</li> <li>6. Morenberg, M., Doing Grammar (3<sup>rd</sup> Edition), Oxford University Press, 2002.</li> </ol>	
<b>Suggested Apps:-</b>	<a href="http://www.hellotalk.com">www.hellotalk.com</a> <a href="http://www.duolingo.com">www.duolingo.com</a>	

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