

From

The Head of the Department

Department of English

MES Keveeyam College, Valanchery

To

The Principal

MES Keveeyam College, Valanchery

Sir,

Sub: Request for the Approval of Certificate Course

The Department of English is planning to conduct a Certificate course on Effective Communication named "Lingua competencia" of 30 hours duration for UG students. So I kindly request you to grant permission for the same.

Thanking you.

Yours faithfully,

K J Thomas

Associate Professor & Head



Place: Valanchery

Date: 15-06-2015

From

The Head of the Department

Department of English

MES Keveeyam College, Valanchery

To

The Principal

MES Keveeyam College, Valanchery

Sir,

Sub: Request for the Approval of Board of Studies for the short term course

The following academicians may be included in the Board of Studies for the short term course on Effective Communication named "Lingua competencia" to be conducted by the department.

1. Sameera Haneef, Assistant Professor, MES Ponnani College
2. Dr. Suhail Abdul Rub, Assistant Professor, Amal college of Advanced Studies, Nilambur
3. Reena Muhammed, Assistant Professor, MES Asmabi College, Kodungallur

Kindly do the necessary actions to constitute the Board of Studies with these members.

Thanking you.

Yours faithfully,

K J Thomas

Associate Professor & Head



Place: Valanchery

Date: 15-06-2015





# MES KEVEEYAM COLLEGE

Re-accredited by NAAC with A Grade  
(Affiliated to the University of Calicut)

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Order No. Acs/2015-16/01

Date: 17/06/2015

*Proceedings of the Principal, MES Keveeyam College Valanchery*

(Present: Lt.(Dr) Mohamedali P.)

- Ref: (1) Request from the Head of the Department of English for the Approval of Certificate Course dtd 15/06/2015  
(2) Request for the Constitution of Board of Studies for the Short term Course, dtd 15/06/2015

## ORDER

As per reference cited (1), a request was received from the HOD, Department of English, for the commencement of a short term Certificate Course on Effective Communication named "Lingua Competencia"(CC/FEN/01). The Head of the Department has also proposed for a panel of academicians to be included in the Board of Studies (2).

The Department of English is hereby given sanction to carry out a short term Certificate Course on Effective Communication to the students of this institution. The Board of Studies for the above mentioned course is constituted with the following members.

1. Ms. Sameera Haneef, Assistant Professor, MES Ponnani College.
2. Dr. Suhail Abdul Rub P, Assistant Professor, Amal college of Advanced Studies, Nilambur.
3. Reena Mohammed, Assistant Professor, MES Asmabi college, Kodungallur.

Order is issued accordingly.

  
Lt.(Dr) Mohamedali P.  
Principal

Copy to

1. HOD, Department of English
2. File



## MINUTES OF BOARD OF STUDIES MEETING

Venue: Department of English

Date: 20-07-2015

Agenda: Approval of syllabus of the short term course

Decisions:

1. Discussions were done on the prepared syllabus.
2. As the short term course is offered for the betterment of communication, suggestions were made to add more interactive sessions.
3. Approval can be given to syllabus.

Members Present:

Sameera Haneef

Dr. Suhail Abdul Rub P

Reena Muhammed





## **CC/FEN/01 - LINGUA COMPETENCIA**

**(2015-16)**

### **SYLLABUS**

#### **AIMS:**

To give students majoring in subjects other than English a working knowledge of Functional English – i.e. the type of English that is required in real life situations, especially the globalized workplace.

#### **OBJECTIVES**

- To help the students overcome their inhibitions about speaking in English about their day-to-day life and learning experiences within and outside college.
- To give them the rudiments of grammar, with an emphasis on the correct usage of the language in various contexts.
- To train them to write clear, well-framed, polite but concise formal letters and e-mails for a variety of purposes.
- To give them some of the soft-skills that go hand in hand with English – namely, the ability to prepare for an interview and face it confidently, the ability to participate boldly a group discussion and contribute meaningfully to it, the ability to make a simple and interesting presentation of 5-10 minutes before a mixed audience on anything that they have learnt in the previous semesters of the UG programme.

#### **NOTE TO COURSE INSTRUCTORS AND EXAMINATION PAPER SETTERS**

This course does not have any “core” reading material. A list of useful reference books and other sources has been provided, but it must be emphasized that none of them should be used exclusively, in the manner of core books. Instead the teacher and students must exercise their discretion and take whatever is useful from them.

## **COURSE SUMMARY**

### **MODULE NO. BASIC ACTIVITY NUMBER OF HOURS**

I Talking About Oneself 15

II Writing About Oneself 7

III Introducing others 9

Role Play 3

Group Discussions 6

Interview Tips 3

IV Letters and Mails 4

V Fine Tuning One's

English

4

**TOTAL 51**

## **COURSE OUTLINE**

### **MODULE I: TALKING ABOUT ONESELF**

☐ One's basic details –academic career from Plus 2 onwards

☐ One's home village or locality

☐ Family members and what they do

☐ Interests/hobbies

☐ Abilities and strengths (with illustrative examples/anecdotes)

☐ Weaknesses (with illustrative examples/anecdotes)

☐ Brief narrative with a few "highlights" of things learnt during the first 2 years of the degree programme (this could include curricular and co-curricular things such as participation in NCC or NSS or some club)

☐ Aims and ambitions in life (both career and social aims)

☐ Any one person who inspires or (in the past) inspired/used to inspire the student and proved to be a role-model for her/him

☐ A memorable experience in the life of the student and why it is so memorable

### **BALL GAME FOR BREAKING DOWN INHIBITIONS**

☐ This may be played as often as possible with a small basketball or volleyball.



☐ The teacher and all the students in class stand in a circle around a cleared space either indoors or outdoors.

☐ The teacher throws the ball to a student randomly loudly saying, "My name is ..... (her name) I come from ..... (her home village/locality).

☐ The student has to repeat those sentences substituting the teacher's name and place with her own and throw the ball back at the teacher. If she gets it correctly, the teacher throws the ball to the next student. If not the teacher repeats the utterance with a stress on the word/part to be corrected and throws the ball back to the same person.

☐ This is to be repeated till the student gets it right and also speaks in a voice loud enough to be heard by everybody.

## **MODULE II: WRITING ABOUT ONESELF**

1. Basic Grammar: Gender Agreement, Number Agreement, Subject-Verb Agreement, Use of Articles and Tenses

2. Exercises –Note: Students need not remember the names of the tense forms but they must know develop the ability to use them correctly. Teachers handling this course can take 3

or more items from Module I and make the students write about them in a simple, conversational style. This writing can then be checked for gender and number agreement

as well as the proper use of articles and tense forms and feedback can be given with a

view to reinforcing their ability to write grammatically.

## **MODULE III: COMMUNICATING WITH OTHERS**

### **1. INTRODUCING OTHERS**

☐ Introducing a classmate to an audience mentioning their basic details, good qualities, interests and achievements and also narrating some shared experience or something that one has found striking about them

☐ Researching a celebrity and introducing a classmate as if he/she were that person  
NOTE: The number of classmates and "celebrities" introduced like this by each student can



be fixed depending on the number of students in the class and the time available.

## 2. ROLE PLAY

- ☐ A student talking to a bank manager enquiring about study loans
- ☐ A traveler asking for help at a railway enquiry counter
- ☐ A tourist asking for information at an enquiry counter about places to visit in a new state, hotel rates, how to get to those places, etc.

## 3. GROUP DISCUSSION on one or more of the following:

- ☐ Some issue of common concern from the students' lives
- ☐ A recent news item
- ☐ A recent film

### Guidelines

The first 2 rounds of discussion may be on non-controversial topics and the discussion group may be given some preparation time; the next 2 should be spontaneous and on slightly more controversial topics. The class may be split into 2 (or 4) groups. While one group is carrying on the discussion, another group of people may be posted to observe them. Each participant should have a watcher unknown to him/her, who will make notes on that person and give them to the teacher for a feedback. Points to be watched shall be –the student's level of participation, body language, voice, manner, confidence level and overall contribution to the discussion. Through this method the principles of healthy group discussion can be "derived" and taught.

## 4. INTERVIEW

- ☐ A *brief recapitulation* of how to prepare a CV or resume (since the students would have done this in their 1st semester)
- ☐ How to write an application letter to go with it
- ☐ Preparation for an interview: researching the subject/organization, the responsibilities on the job one is seeking –things to do on the previous day
- ☐ Non-Verbal factors: Dress, punctuality, body language, eye contact, sitting posture



- ☐ Types of interview questions: fact seeking, searching or opinion seeking, confirmatory, open and closed questions
- ☐ Ways of disagreeing politely with the panelists, refusing to take provocations, asking for clarifications
- ☐ What to do before and during a telephonic interview

#### MODULE IV: LETTERS AND MAILS

1. Basic elements of an email and some points of netiquette
2. Formal letters and emails for the following purposes:



## CC/FEN/01 - LINGUA COMPETENCIA

### MODULE

2015-16

No	Module	Hours
1	Tense in Context	2
2	Mastering Vocabulary	2
3	English in RLS	2
4	Presentational English	1
5	Fluency Drills	2
6	Listening Enhancement	1

