

# **Enriching Competence in English: A Certificate Course for Students**

## **1. Aim and Objectives of the Course:**

**Aim:** To improve communicative competence of the students to use English according to the situation and the purpose.

### **Objectives:**

1. To create awareness about the significance of the use of English language.
2. To develop the skills and knowledge of using vocabulary and sentence structures.
3. To make the students understand the text through reading through the processes like scanning and skimming.
4. To train the students through knowledge and practice for multiple kind of writings such as applications, letters, notices, resumes, agenda, etc.
5. To improve students' abilities in speaking English.

## **2. Syllabus for the Certificate Course, Enriching the Competence in English.**

### Unit 1. Vocabulary and Dictionary

- 1.1 Introduction to Dictionary
- 1.2 Vocabulary Items
- 1.3 Word Building

### Unit 2. Reading

- 2.1 Sentence Structure
- 2.2 Skimming and scanning the text
- 2.3 Understanding meaning of words and sentences
- 2.4 Loud reading
- 2.5 Reading and making notes
- 2.6 Reading and comprehension
- 2.7 Newspaper Reading

### Unit 3. Speaking

- 3.1 Greetings and Response
- 3.2 Introducing yourself and others
- 3.3 Situational talks
- 3.4 Joining and leaving conversation
- 3.5 Taking leave
- 3.6 Presenting a topic

### Unit 4. Writing

- 4.1 Letter writing
- 4.2 Resume and CV writing
- 4.3 Summarizing and note making
- 4.4 Report and paragraph writing
- 4.5 Writing notices, agendas and minutes
- 4.6 Essay Writing

### **3 Methodology of Teaching and Evaluation:**

This course is designed in order to develop the English language competency of the students by giving them awareness of the significance of using English Language in the real life situations. The practical knowledge of reading, speaking and writing of the language have been considered.

The knowledge of vocabulary, sentence structure, speaking in formal situations and technical writing in English, the knowledge of applied grammar and the actual exercises in speaking, reading and writing have been followed as a teaching strategy in order to reach the aim and objectives of the course. The course primarily focuses on the linguistic difficulties encountered by the students and the ways to overcome it through the knowledge and practices of correct usage of English language.

The evaluation process has been worked out in terms of day-to-day exercises in speaking, reading and writing along with the course examination in written and oral form, towards the end.

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