



# **KTM COLLEGE OF ADVANCED STUDIES**

**Department of English**

## **Curriculum for Certificate Program (2021-22)**

**In**

### **Academic Speaking and Listening**

#### **Introduction**

The proposed Certificate program on 'Academic speaking and listening' offered by Department of English, KTM College of Advanced Studies to increase the English speaking and listening skills in colleges and universities. The program is self-funded and covering 30 hours in three modules.

#### **Eligibility**

Students joined any degree in the college irrespective of the department are eligible to join this certificate program.

#### **Objective**

- To improve the English-speaking skills and increase their chance of success in universities.
- To improve the listening comprehension skills.
- To improve the speaking skills of common tasks such as discussions, debates, seminars...etc.

#### **Hours of Study**

This program is divided into three modules and each level covers 10 hours.

#### **Evaluation and Question Paper Pattern**

The performance of students is evaluated by a continuous internal evaluation as well as external evaluation. The ratio of marks to be allotted to internal evaluation and external evaluation is 40:60.

## **Components of CIE:**

Attendance: 10 marks

Assignments: 10 Marks

Two Test Papers: 20 marks

## **Components of External Evaluation-Question Pattern;**

Part A Objective Type Questions 10 nos  $10 \times 1 = 10$

Part B One Word Questions 5 nos  $5 \times 2 = 10$

Part C Short Essay 4 nos  $4 \times 5 = 20$

Part D Long Essay 2 nos  $2 \times 10 = 20$

## **‘Academic speaking and Listening’**

### **Module I**

**(10 Hrs)**

Communication: An Introduction

Definition, Nature and Scope of Communication, Importance and Purpose of Communication, Process of Communication, Types of Communication.

### **Module II**

**(10 Hrs)**

Presentation and speaking skills-Context Based Speaking In general situations In specific professional situations Discussion and associated vocabulary Simulations/Role Play Report Writing - Purpose and Scope of a Report Fundamental Principles of Report Writing Project Report Writing Summer Internship Reports

### **Module III**

**(10 Hrs)**

Professional Skills- Negotiations, Meetings Email, Writing Telephonic Skills, listening – importance of active listening, listening in variety of situations.