



Add On Course

On

Course Name: Spoken English Proficiency Course

Course Code: CC5/18/2/SEPC

Organised by

Department of English

and

IQAC, Al Ameen Memorial Minority College

AL AMEEN MEMORIAL MINORITY COLLEGE

Jogibattala, Baruipur, Kolkata-700145

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Add on Course Organising Committee

Patron	: Dr. Nurul Haque, Principal, Al Ameen Memorial Minority College
Course Co-ordinator	: Prof. Matin Ahmed
Members	: Prof. Sayera Begum, Prof. Dipankar Manna, Prof. Sk Asgar Ali, Tazuddin Ahmed, Benajir Khatun, Asadulla Khan
Faculty Member	: Prof. Matin Ahmed, Prof. Farhana Nasrin

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Course Code	: CC5/18/2/SEPC
Course Duration	: 6 Month (July to December)
Date of Application	: 1 st Week of July
Class Start	: 1 st Week of August
Course Fees	: No fee is required for the course
Eligibility	: Students of UG level of our College
Mode	: Blended Mode
Seat Limit	: 50
Course Duration	: 30 Hours in 6 Month
Class Day	: Every Sunday
Class Time	: 11 A.M. to 1:30 P.M.
Examination Time	: 1 st Week of December
Result Publication	: 3 rd Week of December
Certificate Issued	: 3 rd Week of December

Methodology

- Theoretical and Practical Approaches.
 - Experience sharing
 - Students' Seminars
 - Project Work

Course Outcome

This course aims to equip participants with the necessary skills to communicate confidently and effectively in spoken English across various personal and professional contexts.

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Overview of the Syllabus

Module 1:

Foundation of Spoken English.
Introduction to Effective Communication.
Basic Grammar and Vocabulary Building.
Pronunciation and Accent Improvement.

Module 2:

Conversational Skills Development
Small Talk and Social Interaction
Telephone Etiquette and Communication
Expressing Opinions and Ideas Clearly

Module 3:

Listening Skills Enhancement
Active Listening Techniques
Understanding Different Accents
Extracting Key Information from Speech

Module 4:

Public Speaking and Presentation Skills
Structuring a Speech or Presentation
Overcoming Stage Fear and Nervousness
Engaging the Audience Effectively.

Module 5:

Advanced Language Proficiency:
Idiomatic Expressions and Phrases.
Figurative Language and Metaphors.
Advanced Vocabulary and Synonyms.

Module 6:

Business Communication
Professional Email Writing.
Workplace Communication Etiquette.
Participating in Meetings and Discussions.

Module 7:

Cultural Context in Communication:
Recognizing Cultural Nuances
Adapting Communication Styles
Avoiding Misunderstandings in Cross-Cultural Conversations

Module 8:

Practical Application
Role-Playing Exercises
Real-Life Conversation Practice
Feedback and Improvement Strategies

Gradation: A=50-60%

A+=60-70%

O=70-100%

Assessment and Certification:

Continuous Assessment through Assignments.

Final Project: Recorded Spoken English Presentation.

Certificate of Completion based on Performance.

The examination pattern and marks distribution for the Add On Courses

Total Marks : 50 Marks

Theory Exam :30 = i. Multiple-choice questions (MCQs) : 30 marks(2marks for 15 questions)
ii. Project report/ Presentation : 10 marks
iii. Internal Assessment : 10 marks

This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.