



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

SYLLABUS

CERTIFICATE IN COMMUNICATION SKILLS IN ENGLISH (CCS 2016-17)

Hours: 480

Credits: 16 Credits

CCS-01: LISTENING AND ORAL COMMUNICATION SKILLS (4 CREDITS)

BLOCK-01 LISTENING-I (Listen and respond I)

- Unit-01 Introduction to Listening, Listen for gist and respond
- Unit-02 Listen for details and key words to understand specific meaning
- Unit-03 Listen and respond to questions and requests for personal information
- Unit-04 Listen to simple conversations in everyday contexts and respond
- Unit-05 Listening to intonation

BLOCK-02 LISTENING-II (Listen and respond II)

- Unit-05 Listen to accuracy in language use: stress, intonation and problem sounds
- Unit-06 Practice production of stress, intonation and problem sounds

BLOCK 03 LISTENING –II (Listen and respond III)

- Unit-07 Listen to lectures, presentations and other suitable listening materials from electronic media, and take notes
- Unit-08 Listen to telephone calls and respond; keep notes while listening

BLOCK-04 ORAL COMMUNICATION-I

- Unit-09 Use conversation starters: introducing oneself; introducing others; small talk: family, friends, hobbies, profession, studies etc
- Unit-10 Pronunciation practice: Stress and syllables; word stress; contracted forms; utterance stress; uses of a dictionary for pronunciation practice
- Unit-11 Summarize academic readings and lectures, and make presentations
- Unit-12 Pronunciation practice: Problem sounds
- Unit-13 Use appropriate language to request and respond to requests

BLOCK-05 ORAL COMMUNICATION-II

- Unit-14 Pronunciation practice: Speech rhythms, breaking larger utterances into meaning chunks; Intonation patterns and their use
- Unit-15 Describe graphs, tables, and charts
- Unit-16 Describe machines and their functions, e.g. computers and hardware; describing processes, eg. how to download apps in mobile handsets
- Unit-17 Ask for and give information; seek clarification, Offer and respond to offers

BLOCK-06 ORAL COMMUNICATION -III

- Unit-18 Ask questions and respond to questions politely
- Unit-19 Congratulate people on their success, Apologize
- Unit-20 Negotiate in difficult situations
- Unit-21 Give feedback in listening contexts
- Unit-22 Use telephone etiquette in telephone conversation

CCS-02 READING SKILLS (4 credits)

BLOCK-01 BASIC READING SKILLS

- Unit-01 Skimming through reading texts and determine two or more main ideas or themes
- Unit-02 Scanning through reading texts to understand and explain how key details support the main ideas or themes

BLOCK-02 UNDERSTANDING TEXT STRUCTURES

- Unit-03 Understanding text structures (Reading texts to have these structures: sequencing, comparing and contrasting, relating cause and effect, problems and problem solving)
- Unit-04 Noticing and discussing rhetorical and cultural aspects depicted in texts
- Unit-05 Learning the structure of paragraphs and cohesive devices used in reading texts

BLOCK-03 TEXT APPRECIATION

- Unit-06 Drawing inferences
- Unit-07 Framing opinions and judgments on text themes, issues, characters and narrative techniques
- Unit-08 Discussing and summarize text points and make a presentation

BLOCK-04 VOCABULARY AND GRAMMAR-I

- Unit-09 Developing professional vocabulary
- Unit-10 Using the dictionary: spelling, grammar and usage
- Unit-11 Acquisition of basic sentence structures from texts; analysis of the sentences in reading texts; analysis of their own sentences in their writing and speaking

BLOCK-05 VOCABULARY AND GRAMMAR-II

- Unit-12 Acquisition of concord; analysis of concord in reading texts and in their own writing and speaking
- Unit-13 Acquisition of the functions of auxiliary verbs for carrying tense and working as modals; analysis of auxiliary use in reading texts and in their own writing and speaking
- Unit-14 Awareness of common usage errors, and current English usage; analysis of their own usage errors in their speaking and writing

CCS-03 WRITING SKILLS (4 credits)

BLOCK-01 BASIC WRITING SKILLS

- Unit-01 Learn the basic paragraph structure: main idea, supporting sentences, use of examples, conclusion
- Unit-02 Use basic sentence structures to write a paragraph; use cohesive devices to connect sentences in a paragraph; use transitional devices for cohesion and for contrast paragraph internally and between paragraphs (The above structures and devices to be consciously used in all writing tasks)
- Unit-03 Understand and use text structures in paragraphs: sequencing, comparing and contrasting, relating cause and effect, problems and problem solving

BLOCK-02 INFORMAL AND FORMAL COMMUNICATION

- Unit-04 Write informal letters, applications, and official letters of request and denial
- Unit-05 Write official e-mails, memos and notices

BLOCK-03 NOTE-MAKING AND SUMMARISING

- Unit-06 Prepare notes from reading texts
- Unit-07 Take notes from spoken texts
- Unit-08 Summarize key ideas and information in organized points developed from the notes prepared

BLOCK-04 STUDY SKILLS (INFORMATION TRANSFER, REFERENCE SKILLS)

- Unit-09 Use charts, tables, other graphics and multimedia, as appropriate for the written texts; present summary to a group
- Unit-10 Use dictionary for reference: spelling, grammar and usage

CCS-04 SOFT SKILLS (4 credits)

BLOCK-01 EXPLORING THE JOB MARKET

- Unit-01 Identifying job prospects
- Unit-02 Matching ones Knowledge and Technical Skills with the Job Requirements
- Unit-03 Preparing a Job Profile
- Unit-04 Write professional CVs, covering letters and applications for jobs

BLOCK-02 PREPARING FOR THE JOB

- Unit-05 Becoming successful in group discussions
- Unit-06 Learning the presentation skills: presentation strategies – from notes to presenting; group, pair, individual presentations
- Unit-07 Interview taking skills
- Unit-08 Non-Verbal Communication (Using appropriate body language, Using positive facial expressions, Using polite eye contact)
(Visuals and self-awareness questionnaires to be used)

BLOCK-03 POSITIVE WORKPLACE BEHAVIOUR

- Unit-01 Interpersonal Communication
- Unit-02 Telephonic Communication
- Unit-03 Time and Stress Management
- Unit-04 Life Skills (teamwork, leadership qualities, critical and creative thinking skills, problem solving skills)