

Module No. II

Name : **Spoken English and Communication Skill**
Sector : **Soft Skills**
Code : **SS102**
Entry Qualification : **7th Class Passed and 14 years (minimum)**
Duration : **180 hours**

Terminal Competency: After completion of the course, trainees will be able to:

- Communicate in English effectively / efficiently
- Pronounce English words correctly
- Use of English Vocabulary
- Read, Write and Response to the sentences in English
- Listen & Understand English Language

<i>Sl. No</i>	<i>Topics</i>	<i>Content</i>
1	<u>Self Introduction:</u> Filling up a Personal information sheet, Greetings & Wishes	<ul style="list-style-type: none">• Communicating and sharing personal information• Using pronouns and greeting
2	<u>Our Environment & People</u> Identify Pets & Animals, Role play for different professions,	<ul style="list-style-type: none">• Talking about environment and seasons• Talking about different professions
3	<u>Daily Activities:</u> Listing out daily activities and arrange them with time	<ul style="list-style-type: none">• Talking about Actions , routine work , habits and daily activities
4	<u>My Family:</u> Listing out family members. Relations and duties	<ul style="list-style-type: none">• Naming relations
5	<u>My Friends and Classmates:</u> Matching pictures with description.	<ul style="list-style-type: none">• Describing people around based on nature and appearance.
6	<u>Getting a Job / Interview for Admission in School:</u>	Reading

	Identifying various types of advertisement.	<ul style="list-style-type: none"> • Advertisement and write an application. • Preparing for an interview • Responding to questions
7	<u>English at different place :</u> Making effective communication with offices and get accustomed with their work system	<ul style="list-style-type: none"> • Communicating in various situations and making inquires at different places like post office, bank, airport, Hospitals etc. • Filling up of Bank Pay in Slip, Ration Card Application Forms, and Passport Forms etc.
8	<u>English in media watching / listening to clips for information</u>	<ul style="list-style-type: none"> • Listening to Radio/ TV news, watching visual training movies (cartoons etc.) • Listen and write respond
9	<u>Language : Comprehension and composition</u>	<ul style="list-style-type: none"> • Fill in the blanks • Use of similar (sounding) words • Different meanings of same word (synonyms) • Essay writing • Dictation
10	<u>Becoming a professional</u>	<ul style="list-style-type: none"> • Group discussion • Lesson from successful / greatest figures' life • Explaining aim in life • Importance of Time Management • Responsibility toward a better future • Training Games • Role Play

Each section mentioned in the syllabus contains:

- Vocabulary
- Listening
- Pronunciation
- Speaking
- Language
- Communication

Methodology:

Above practices may be imparted by using:-

1. Work book
2. Audio Visual Aids
3. Group talk
4. Class room lessons
5. Role play
6. Educational games