



Shri Gajanan Maharaj ShikshanPrasarak Mandal's  
**Sharadchandra Pawar Arts and Commerce College**  
Alandi Devachi (Dudulgaon), Pune-412105  
(Affiliated to Savitribai Phule Pune University, Recognised by Govt. of Maharashtra)



**Course Name- Spoken English and Communication Skills Development Program**  
**Class-F.Y.B.A/F.Y.B.Com. /F.Y.B.B.A. (C.A.) Duration- 36 Days**  
**Academic Year 2021-2022**

Sr.NO	Name of the Topic	Name of the Teacher
1	Grammar	Mrs. Seema Salunke
2	Vocabulary	Mr. Vishwanath Vyavhare
3	Writing Skills	Mr. Pravin Dolas
4	Communication Skills	Dr. Chhaya Joshi

**Board of Studies:**

Dr.Hansraj Thorat (Chairman)  
Prof.Kailas Astarkar (Faculty Incharge)  
Prin. Dr. Rajendra Latane (Subject Expert)  
Prof. Dr. Mrunalini Shekhar (Subject Expert)  
Prof.Adv. Ayub Shaikh (Subject Expert)  
Prof.Esak Shaikh (Subject Expert)  
Dr.Chhaya Kishor Joshi (Coordinator)  
Prof.Seema Salunke (Co-coordinator)  
Prof.Vyavhare V.J (Co-coordinator)  
Prof.Pravin Dolas (Co-coordinator)

**Dr. Chhaya Joshi**  
(H.O.D., Department of English)

**Prin. Dr.Hansraj Thorat**  
(Sharadchandra Pawar Arts and Commerce College)



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**Course Duration- 36 Days**

**Theory - 24**

**Practical - 12**

**BOARD OF STUDIES:**

Dr.Hansraj Thorat (Chairman)  
Prof.Kailas Astarkar (Faculty Incharge)  
Prin. Dr. Rajendra Latane (Subject Expert)  
Prof. Dr. Mrunalini Shekhar (Subject Expert)  
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**OBJECTIVES:**

1. To develop oral and written communication skills of the students
2. To enable students to speak in English
3. To familiarize students with various components of language
4. To develop the confidence of students for speaking at social places
5. To improve listening and reading skills of the students.



## SYLLABUS

### **Level 1- GRAMMAR**

**09 Lectures**

- 1.1 Parts of Speech
- 1.2 Articles
- 1.3 Tense
- 1.4 Model Auxiliary verbs
- 1.5 Types of sentences
- 1.6 Sentence structure
- 1.7 Verb agreement
- 1.8 Voice
- 1.9 Determiners and quantifiers
- 1.10 Degree of Comparison

### **Level 2- VOCABULARY**

**09 Lectures**

- 2.1 Word Formation
- 2.2 Prefix and Suffix
- 2.3 Synonyms and antonyms
- 2.4 Words often confuse
- 2.5 Using right word
- 2.6 Word meaning and Context
- 2.7 Phrases
- 2.8 One word substitution
- 2.9 Subject Wise and field wise vocabulary
- 2.10 Using Dictionary/Encyclopedia/Thesaurus
- 2.11 Use of words in day to day as well as in professional life

### **Level 3- WRITING SKILLS**

**09 Lectures**

- 3.1 Letter Writing (informal/formal-Job Application, Apology, letter of complaint, leave etc.)
- 3.2 Writing messages
- 3.3 Bio data/Resume/CV (Curriculum Vitae)
- 3.4 Notice Writing
- 3.5 Report Writing
- 3.6 Email Writing
- 3.7 Minutes writing
- 3.8 Agenda writing
- 3.9 Dialogue Writing
- 3.10 Expansion of Ideas



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## **Level 4- COMMUNICATION SKILLS**

**09 Lectures**

- 4.1 Self-Introduction
- 4.2 Introduction of others
- 4.3 Interview skills/techniques
- 4.4 Public speaking
- 4.5 Verbal and non-verbal communication
- 4.6 Group Discussion
- 4.7 Communication at informal situations
- 4.8 Communication at formal places
- 4.9 Practice of Reading and Writing
- 4.10 Practice of listening and speaking

## **LEARNING OUTCOMES**

1. Students will be familiar with four modes of English language e.g. listening, speaking, reading and writing.
2. Speaking ability of the students will be developed.
3. Students will be able to use dictionary properly.
4. The vocabulary of the students of English language will be increased.
5. Students will be familiar with E-learning.
6. Students will be familiar with grammatical forms of English and the use of these forms in specific communicative contexts.
7. Students will increase their reading speed as well as proper pronunciation of the words.
8. The students will be able to introduce themselves
9. The students will be familiar with interview skills.
10. Students will strengthen their ability to write informal as well as formal contexts or documents.



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## **JOB OPPORTUNITIES**

- IT sector
- Mass Communication and Journalism
- Teaching/Coaching
- Professional Translator
- Civil services
- BPO services
- Professional jobs all over the world

## **REFERANCE BOOKS**

\*Bansal R.K. and J.B. Harrison (2005), Spoken English for India Mumbai, Orient Longman.

\*Leech G.(1988), English Grammar Today:A New Introduction,London/New York: Macmillan.

\*Tickoo M.L. (2004),Teaching and Learning English:A sourcebook for Teachers and Teacher-Trainers,New Delhi; Orient Longman.

\*Widdowson H.G.(1985), Teaching Language as Communication, Oxford University Press.

\*Yardi V.V.(2002), English Conversation for Indian Students, Hyderabad: Orient Longman.