

Communicative English and Workplace Readiness

Module-1

Communicative Skills

- i) Basic Difference between Spoken English and communicative skills.
- ii) What are communicative skills? (Basics & Importance in daily life).
- iii) Types of communicative skills
 - a) Interpersonal communication
 - b) Intrapersonal communication
 - c) Small Group communication
 - d) Public communication

Interpersonal communication types – (1. Verbal, 2. Listening 3. Written Word. 4. Non Verbal)

Intrapersonal communication elements

4 Principles of Intrapersonal communication
(1.Unavoidable 2.Irreversible, 3.Complicated, 4.Contextual)

Examples of Intrapersonal communication –

Uses Of Intrapersonal communication

Importance Intrapersonal communication

definition, Explanation, Types, ways in which people engage in Intrapersonal communication

Advantages & Disadvantages –

Importance of intrapersonal communication

Small Group Communication

- 1) definition**
- 2) Explanation**
- 3) Types**
- 4) Examples**
- 5) Uses**

Public communication –

- 1) definition**
 - 2) Requirements**
 - 3) Public Speaking Skills**
 - 4) Usages**
 - 5) Activities**
- (Conversation based on real life situation using communicative skills)**

Module-2

Sentence Formation

- i) Definition of sentence**
- ii) How are Sentences formed?**
- iii) Elements and Structure of a sentence.**
- iv) Examples**
- v) Types of Sentences**
- vi) Sentences in different contexts**
- vii) What to avoid during speaking**
- viii) Avoidance of fillers, excessive speed.**
- ix) Avoidance of mother tongue influence**
- x) Avoidance of Indianization of English**
- xi) Thinking in English**
- xii) Pronunciation, Accent**
- xiii) Active Listening (Definition)**
- xiv) Activitiess**

Module-3

Regular Conversation

- i) Engaging students in conversations on different topics**
- ii) Taking sides**
- iii) Avoidance of one or two common mistakes you usually do while speaking**
- iv) How to get better at speaking using communicative skills**
- v) Organizing thoughts**
- vi) Support arguments**
- vii) Listening to counter others**
- viii) Assessment of speech after finishing**

Module-4

Grammar and Syntax

- i) Basics of English Grammar (Parts of Speech, Articles, Prepositions, Conjugation of verbs, Time and Tense, Sentences, Their types and Structure, Subject Verb Agreement)**
- ii) How to avoid Grammatical mistakes while speaking or writing**
- iii) Learning from errors**
- iv) Formal tone and informal tone in language**
- v) Email writing tips**
- vi) Speaking test activities**