

**Council of Education's**  
**Deshbhakta Ratnappa Kumbhar College of Commerce, Kolhapur**  
**(An Autonomous College)**  
**Affiliated to Shivaji University, Kolhapur**

Name of the Certificate Course: **CERTIFICATE COURSE IN ENGLISH SPEAKING AND PERSONALITY DEVELOPMENT**

<b>Duration:</b> 60 Hours	<b>Theoretical:</b> 30 Hours	<b>Course Code:</b> CC9
	<b>Practical:</b> 30 Hours	
<b>Total Fee:</b> Rs. 600/-	<b>Intake:</b> 80 Students	<b>Total Marks:</b> 100

**Introduced from June 2022**

**COURSE OBJECTIVES:**

1. To create awareness of correct usage of English grammar in writing and speaking among the students.
2. To improve their English speaking ability .
3. To increase confidence for different presentations .
4. To strengthen vocabulary .

**COURSE OUTCOMES:**

After completion of the course, the students will be able to:

1. intensify their awareness of correct usage of English grammar in writing and speaking.
2. improve their speaking ability in English both in terms of fluency and comprehensibility.
3. give oral presentations and receive feedback on their performance.
4. enlarge their vocabulary beyond that of the subject matter.

<b>Unit No.</b>	<b>Name and Contents of Units</b>	<b>Number of Hours</b>
<b>1</b>	<b>Communication Skills</b> Understand the core components of communication, implementation of basic Grammar in sentences, developing skills in speaking, essential Vocabulary, etc.	<b>15</b>
<b>2</b>	<b>Essentials of English Grammar</b>	<b>15</b>

	Reading and Listening Skills Effectively, intonation and pitch modulation, idioms, Phrases and Proverbs, testing and evaluating.	
<b>3</b>	<b>Effective Communication</b> Emphasis on Verbal Communication, implementation of Grammar in day to day conversation, common errors to avoid in English.	<b>15</b>
<b>4</b>	<b>Personality Development</b> Body language and personal grooming, time and stress management, presentation skills and Meeting etiquettes.	<b>15</b>
<b>Reference Books:</b>		
<ol style="list-style-type: none"> <li>1. Wren &amp; Martin (1936) <i>Highschool English Grammar &amp; Composition</i>, S. Chand &amp; Company Ltd., New Delhi. Print</li> <li>2. Murphy, Raymond (1985) <i>English Grammar in Use: A Self Study Reference and Practical Book for Intermediate Students: with Answers</i>. Cambridge: Cambridge University Press. Print</li> <li>3. Murphy, Raymond (1998) <i>Essential English Grammar: A Self Study Reference and Practical Book for Elementary Students</i>. Cambridge: Cambridge University Press. Print</li> <li>4. Murphy, Raymond (1999) <i>Intermediate English Grammar: Reference and Practice South Asian Students</i>. Cambridge: Cambridge University Press. Print</li> <li>5. Swan, Michael (2017) <i>Practical English Uses</i>. Oxford University Press. UK. Print</li> </ol>		