

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,  
MUMBAI - 400 051**

1	Name of Syllabus	C. C. In English Language (403107)																																																
2	Max.Nos of Student	25 Students																																																
3	Duration	6 Month																																																
4	Type	Part Time																																																
5	Nos Of Days / Week	6 Days																																																
6	Nos Of Hours /Days	4 Hrs																																																
7	Space Required	Practical Lab = 300 Sq feet Class Room = 200 Sq feet TOTAL = 500 Sq feet																																																
8	Entry Qualification	S.S.C. PASS																																																
9	Objective Of Syllabus/ introduction	<ul style="list-style-type: none"><li>To speak and understand in English using a more sophisticated vocabulary and grammatical structures.</li></ul>																																																
10	Employment Opportunity	This course certainly enhance the qualification of the student and he/she will have better prospects.																																																
11	Teacher’s Qualification	Graduation/post-graduation in the concerned language.																																																
12	Training System	<table><tr><th colspan="3">Training System Per Week</th></tr><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6 Hours</td><td>18 Hours</td><td>24 Hours</td></tr></table>							Training System Per Week			Theory	Practical	Total	6 Hours	18 Hours	24 Hours																																	
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## **THEORY PAPER –I, ENGLISH FOUNDATION AND BASIC**

**Objective:** To build the necessary foundation of English to be able to tackle complex communication requirements

**Course Conduct:** The course will consist of weekly assignments supported by workshops

In the workshop the participants will be introduced to

- Background of English
- Typical mistakes
- Importance of grammar and usage
- Examples of exercises the students will face during the coming weeks.

Each Monday after that the students will get explanations and notes on various aspects of English usage and grammar along with a number of exercises that they are expected to complete and return by the next week.

Four weekly assignments each of seven to eight hundred exercises.

### **Conduct of Course**

First Week	Parts of Speech, Nouns – count and non-count, qualifiers, quantifiers and determiners.  Meeting for solving difficulties if any
Second Week	Verbs and Verbal's, Tenses, Gerunds, Phrasal Verbs  Meeting for solving difficulties if any
Third Week	Subject verb concordance, Adverbs, Adjectives Prepositions
Fourth Week	Conjunctions, Pronouns, Usage Revision
Fifth Week	Review of all four weeks, Practice and final presentations

## **Basic English**

**Objective:** To help students achieve precision in English communication

**Course Conduct:** The course will consist of weekly assignments supported by a workshop

In the workshop the students will be introduced to:

- How to write a sentence
- How to write a paragraph
- Clarity of Purpose
- Importance of brevity,
- Importance of, and How to achieve precision
- Elements of style,
- Reading and Comprehension

In the following weeks, the students will be expected to hand in assignments on these areas based on notes and explanations sent to them.

### **Conduct of Course**

First Week	Workshops  Sentence, Simple complex and compound sentences, phrases and clause,
Second Week	Articles, Punctuation, Capitalization, Dangling Modifiers, Split Infinitives
Third Week	Paragraphs, Elements of Style, Clarity of Purpose, Brevity and how to achieve it
Fourth Week	Active and Passive Voice, How to achieve precision, Reading and Comprehension, Revision
Fifth Week	Review and Practise

## **THEORY PAPER II, COMMUNICATION (ENGLISH)**

**Objective:** To improve written communication.

**Course Conduct:** The course will consist of weekly assignments supported by a workshop

In the five weeks, the students will be expected to hand in assignments on the following topics based on notes and explanations sent to them

- Difference between formal and informal communication,
- Business letters, E-Mail etiquettes
- Essentials of report writing
- Summarizing reports
- Essentials of writing a proposal

### **Conduct of Course**

First Week	Importance of written communication, what it entails, types of written communication, formal and informal communication, writing business letters
Second Week	Summarizing - what is it, how to do it and why, Summaries two 20 page reports
Third Week	Report Writing - what is it, how to do it, essential parts of a report. Write a work-based report
Fourth Week	Persuasive writing Proposal writing - what does it entail, writing for an internal audience.
Fifth Week	Writing a proposal for external audience, email etiquette,
Sixth Week	Review and Practice

## **PRACTICAL –I, ENGLISH CONVERSATION, READING**

**Objective:** To become proficient in English conversation

**Course Conduct:** The course will consist of sessions of 4 hours a day, for seven weeks, last week presentations

**Contents:** This course design is based on the principles of learning English as a second language and keeping in mind that conversation is different and a lot more than just speaking.

Besides introducing students to conversing English, the course covers the basics of dialogue, asking open question etc. This will include

- Correct Introduction technique
- Construction of Sentences
- How to strike a conversation
- Use of English Language
- Questioning techniques
- Pronunciation, Enunciation and how to improve it
- Listening – The secret ingredient of successful conversation
- Body Language
- Things to avoid

During this period the students will be encouraged to converse in English with each other under a buddy system, tape their practice sessions and listen to them to make the necessary improvements.

Participants will be expected to listen to the prerecorded tapes and practice pronunciation

All conversation in class will be taped and the tapes given to the participants. Participants will be expected to use the same techniques outside the classroom and give presentations every week and towards the end of the course.

## **PRACTICAL – II - DICTATION, SPEAKING**

Practical to be conducted on dictation and Speaking on the Theory Topics.

### **Reading Notes & References**

1. Ramesh M.S.and Pattan Shetty – Effective business English and correspondence
2. Sharma R.C.Krishna Mohan – Business Correspondence and Report writing
3. Basic Grammar in Use With answers, with Audio CD : Self-study Reference and Practice for Students of English (Grammar in Use) by Raymond Murphy; Paperback: 312 pages, Cambridge University Press
4. Grammar Games: Cognitive, Affective and Drama Activities for EFL Students; Mario Rinvolcri, Paperback.
5. Word Power made easy : Norman Lewis
6. English Grammer : thomson and martinet
7. Essays by samuel Smiles (3-4 books)
8. Write Better , Read Better : Reader's Digest Publication

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