

**COURSE TITLE**  
**CERTIFICATE COURSE IN SPOKEN ENGLISH**  
**COURSE DURATION: 30 hours**  
**TARGET GROUP: 5<sup>TH</sup> SEMESTER STUDENTS**  
**PROPOSED DATE FOR STARTING THE COURSE: 1 AUGUST 2022**

**COURSE AIMS AND OBJECTIVES:**

This course is aimed at creating better speakers of English who are also equally adept at comprehending the language in all its nuances. It has been tailored for students whose native tongue is not English, but who at the same time have had a little exposure to the language.

It is understood that the social and cultural contexts are very important in shaping a student's familiarity with and grasp of a particular language. As such, the course will approach teaching and instructing in English from within an Indian context, and more specifically, the northeastern Indian context.

For the average student, it is first and foremost important to comprehend the language. We aim to provide as much guidance and opportunities to this end. The aim is to make them better speakers and communicators in a language that the world cannot do without in this day and age.

In the final analysis, we aim to give the students a well-rounded exposure to all the skills that they might need once they leave the college campus and venture out into the world – whether job-hunting, freelancing or simply giving vent to their creative urges in numerous ways.

**SKILLS AND COMPONENTS OF THE COURSE:**

The main skills that the course is designed to impart to the students include Listening, Speaking, Reading and Writing (LSRW).

By listening to the lectures delivered in class the students will be encouraged to take notes and speak out their reactions. They will also be encouraged to listen to each other and speak among themselves, to their classmates as well as their instructors in English. Remedial grammar classes will encourage them to speak and write correct English.

Reading efficiently and effectively is another skill they will be taught. This will help them focus their energies on what is important and what may be omitted while reading and preparing for their examinations. It will also help them in their future professions to economise their time and focus.

The students will receive practical training in the departmental language lab, wherein they will get to test their pronunciation and intonation skills. They will

also be encouraged to take system generated tests which will help them to test their progress.

And for all who go on to look for jobs, once out of college, there will be lessons on CV writing and professional correspondence. Exposure to audio-visual media will also challenge their comprehension skills and equip them for a world that is digitizing more and more everyday.

COURSE SYLLABUS:

### **Paper I Phonology of English**

#### **Topics:**

- 1) A brief introduction to English language and its characteristics
- 2) Phonemes: Consonants, Vowels and Diphthongs
- 3) Articulation of speech sounds
- 4) Syllables and CVC pattern
- 5) Accent patterns and Intonation

#### **Practical test will include:**

- 1) Loud reading of a poem/passage
- 2) Pronunciation of words
- 3) Observation of accent and pronunciation of a given text

#### **Books:**

- 1] Bansal R.K. and Harrison J.B. *Spoken English for India*. Orient Longman, Mumbai, 2000.
- 2] Daniel Jones. *English Pronouncing Dictionary*. 15<sup>th</sup> edition. Roach, P. & Hartman, J. eds. Cambridge UK: Cambridge University Press, 1997.
- 3] Katamba, F. *An Introduction to Phonology*, Longman, 1989.
- 4] Roach. Peter. *English Phonetics and Phonology: A Self-contained comprehensive pronunciation course*. 4<sup>th</sup> edition. Cambridge UK: Cambridge University Press, 1983
- 5] T. Balasubramaniam. *A Textbook of English Phonetics for Indian Students*. Macmillan, New Delhi, 1999.

### **Paper II Conversation in English**

#### **Topics:**

##### **A) Patterns:**

- 1) Greeting
- 2) Invitation and replies
- 3) Making request, commanding, ordering and asking questions
- 4) Seeking permission
- 5) Apologizing
- 6) Complaining, complementing and congratulating

##### **B) Using English in Real life situation:**

- 1) At the Bank/office
- 2) At the shop
- 3) At the temple
- 4) Meeting friends
- 5) Meeting relatives
- 6) Visiting a doctor

- 7) At the police station
- 8) At the railway/ bus station
- 9) Interviews
- 10) Telephonic communication

**Practical test will include:**

- 1) Using the above mentioned topics in real life situation

**Books:**

- 1] Bygate, M. *Speaking*. Oxford: Oxford University Press.
- 2] G. Radhakrishna, Pillai, K. Rajeevan. *Spoken English for You*. CIEFL. Emerald Publication.
- 3] Z.N.Patil. *English for Practical Purpose*, Mac Millan Ind. Ltd.

**Paper III Basic English Grammar**

**Topics:**

- 1) Parts of speech and their uses
- 2) Articles and their uses
- 3) Synonyms and antonyms
- 4) Word-formation
- 5) Punctuation
- 6) Sentence pattern

**Practical test will include:**

- 1) Definition of terms
- 2) Synonyms and antonyms
- 3) Word and sentence formation

**Books:**

- 1] Assam Publishing Company. *Modern English Grammar and Composition*. Anglo-Assamese Edition. 2016
- 2] Bani, Prakashani. *An Approach to English Grammar & Composition*.
- 3] Geoffrey, Leech. Margaret Deushar. *English Grammar Today*.
- 4] Wren & Martin. *High School English Grammar and Composition*. Revised by Dr N.D.V Prasada Rao, S. Chand. 1999.
- 5] W.S. Allen. *Living English Structure*.
- 6] Wood, F.T. *A Remedial English Grammar for Foreign Students*.

**Paper IV Practice Sessions in language Lab**

## COURSE AT A GLANCE:



# CERTIFICATE COURSE IN SPOKEN ENGLISH



## COURSE DESCRIPTION:

Fluency in communicative English through training and proper use of the language lab



Learner level identification tests



Remedial strategies to cover the learning gaps



**Course Coordinator**  
Gunjana Dey  
Asst. Professor  
Dept. of English  
Guwahati College



**Convenor**  
Dr Pranab Sandilya  
Principal  
Guwahati College

PROPOSED BUDGET:

Proposed Budget for Certificate Course on SPOKEN ENGLISH to be organised by Department of English under IQAC, Guwahati College.

Estimated Expenditure:

1. Xerox Rs 500
2. Stationary Rs 500
3. Certificate & Brochure Rs 600

Estimated Earning Targeting 8 students initially: As Course Fees from students @ RS 200 per student = Rs. 1600

Signature of IQAC Coordinator

(Dr. Arati Bairagee)

Date:


Signature of Course Coordinator

(Gunjana Dey)

Date:

DRAFT CERTIFICATE:

	<h1>Certificate</h1>	
<h2>Spoken English Course</h2>		
<p>This certificate is presented to</p>		
<p>..... for successful completion of the two month Spoken English Certificate Course held in the Department of English from ..... to ....., 20.....in collaboration with IQAC, Guwahati College.</p>		
<p>Convenor Dr Pranab Sandilya Principal Guwahati College</p>	<p>Course Coordinator Gunjana Dey Asst. Professor Dept of English Guwahati College</p>	<p>IQAC Coordinator Dr Arati Bairagee Guwahati College</p>

	<b>GUWAHATI COLLEGE</b> <b>Application for Certificate</b> <b>Course on SPOKEN ENGLISH</b> <b>IQAC, Guwahati College</b> <b>GUWAHATI -- 781021</b>	<b>Attach</b> <b>Passport</b> <b>Photo Here</b>
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FORM:

Please fill-up this form in block letters

**PERSONAL DETAILS:**

NAME:			
ADDRESS:			
SEMESTER:		G.U ROLL NO.	
DEPARTMENT:			
MOBILE NO.		EMAIL:	
GENDER:	Male Female		
DATE OF BIRTH:	Date:	Month:	Year:

**COURSE DETAILS AND PAYMENT OF FEES**

COURSE TITLE:	<b>Certificate Course in Spoken English</b>
Date of start:	
Fees paid and receipt:	
Signature of student:	

## APPLICATION FOR LANGUAGE LAB SOFTWARE:

Ref: GC-ENG/ 2021/A-3

To,

**The Principal  
Guwahati College**

10 January 2022

**Sub: Application for procurement of Language Lab software**

Sir,

In regard to setting of the Language Lab for Department of English, necessary Language Lab software needs to be installed. In due discussion with the department, we have earmarked certain specifications and requirements to fulfil the stated objective of the Language Lab.

In view of procurement, it was agreed to request you to procure a software complying with in the lines of Sanako, Software based Language lab to be installed. The software procurement should be necessarily supported with demo by their technical team.

With regards,

*Dibya Ranjan Sharma*  
10/01/22  
Dibya Ranjan Sharma Khataniar

Head Deptt. of English  
Guwahati College  
Guwahati-781001



Ref: GC-ENG/2022/A-3

To,

**The Principal**  
Guwahati College

25 February 2022

Sub: Application for procurement of Language Lab Software

Sir,

In reference to letter no: GC-ENG/2021/A-2 dated 10/01/2022 regarding requirement of Language Lab Software, after due market survey, the college authority arranged for a demonstration of the software. The demonstration was attended by four faculty members of the Department of English, as nominated, to ascertain its usability and other technical factors therein. The faculty members found the software to be quite close to the intended requirement and had duly recommended its procurement through proper channel to the department in the departmental review meeting held on 3<sup>rd</sup> Feb, 2022.

In view of the above, I hereby recommend the procurement of lifetime version of the software to be installed in the system. Additionally, a desktop for the course instructor is required for administration of the software installed in desktops to be used by students in the Language Lab. We also seek a comprehensive training and other routine services for using the software by the concerned faculty members to be included in the procurement process. Any other associated technical parameter may be considered, as deemed necessary, at your end.

Sincerely,



Dibya Ranjan Sharma Khatanair

H.O.D.  
Department of English  
Guwahati College

APPROVAL OF SOFTWARE FOR LANGUAGE LAB:

Ref: ENG-GC/2022/007

Dated: 20/04/2022

From: The Head of the Department  
Department of English  
Guwahati College

To: The Principal  
Guwahati College

Respected Sir

**Sub: Approval of software for Language Lab, Department of English**

This is to inform you that Language Lab software- **Sanako** (Sanako Tutor and Sanako Pronounce) is installed in desktops of Language Lab, Department of English. As per requirement, necessary demo and training sessions have been arranged for use of the software. Faculty members of the department attended the training sessions and are duly satisfied with the software. The software provider assured us of further training and assistance as and when required in the future.

Accordingly, payment against procurement the software may be released,  
as per rules.

With regards,

  
**Diba Ranjan Sharma Khataniar**



## IQAC MEETING MINUTES:

### IQAC Meeting

A meeting was held on 11/2/22 in GB room at 11:30 AM to discuss some important matters regarding the uploading of SSR.

Members present:-

- ① Jyoti Sundilga 11/2/22
- ② Madima Samli
- ③ Dr. Anisya R. Saikia 11/2/22
- ④ Manoj K. Sarma
- ⑤ Rita Mahanta
- ⑥ Anisya K. Saikia

minutes of the meeting

- 1) Resolved to revive the Guwahati College Alumni Association. Anisya R. Saikia has been assigned the responsibility to take necessary steps.
- 2) Documents related to the opening of P.G. classes to be prepared.
- 3) web back system should be made online from all stakeholders.
- 4) Resolved to start language lab based certificate course and procurement of required software.

The  
COORDINATOR  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

ISAC Meeting  
(Core Committee)

Date: 06/05/2022

Venue: Office of the Principal.

Agenda: Discussion on SSR preparation  
for the NAAC 3rd cycle assessment.

Members Present


Name	Signature
1. Leena Paullye	[Signature]
2. Anshu Baidya	[Signature]
3. Aniray Kumar Saha	[Signature]
4. Manoj K. Saha	[Signature]
5. Ananya Bhattacharya	[Signature]
6. Dr. PANKAJ PRATIM BARUA	[Signature]
7. Shrabajyoti Raybuzhi	[Signature]

Conclusions

- 1) ISAC core committee members should take utmost initiative to prepare and submit the ISAC and SSR.
- 2) All corners of different criteria have to be involved in preparation of the papers.
- 3) Old and new/looking criteria will be to be used for bridge the gap.
- 4) The course outline and course structure for two certificate course namely <sup>Communication</sup> Functional English and Spoken English has been approved. The courses will be run by Department of English.

COOBISSIB  
ISAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

IQAC/GB RESOLUTION ABOUT THE COURSE:

 INTERNAL QUALITY ASSURANCE CELL <b>GUWAHATI COLLEGE</b>	
	Ref. No. <u>GC-IQAC/2022/014</u> Date .....
<b>Dr. Pranab Sandilya</b> Principal / Chairperson	From Dr. Arati Bairagee Coordinator, IQAC
<b>Dr. Arati Bairagee</b> Co-ordinator	To The President, Governing Body, Guwahati College
	Sub: <u>Approval for of Certificate courses on "Spoken English" and "Functional Communicative English"</u>
	Respected Sir,  In reference to the resolution taken at IQAC meeting held on 11/02/22 and 06/05/2022 it was decided to introduce courses on "Spoken English" and "Functional Communicative English" by the Department of English. Dr. Pranjal Protim Barua has been assigned as Course Coordinator for the courses.  The course outline and course structure for both the courses are hereby approved. The courses will have 36 hours of total teaching time and additionally 6 hours of assessment. The courses will require external evaluation for necessary validation and minimal fees will be collected for the courses. The certificates will be duly counter-signed by the External Evaluator as well along with the Principal, IQAC Coordinator and Course Coordinator.  So I request you to kindly consider the course for approval so that the course can be completed in time.  Thanking you.
	<p style="text-align: center;"><i>Approved</i> <i>I. K. Bhattacharya</i></p> <p style="text-align: center;"><b>Dr. Indra Kumar Bhattacharyya</b> President, GB Guwahati College</p> <p style="text-align: right;">Sincerely, <i>Arati Bairagee</i> <b>Arati Bairagee</b> Coordinator, IQAC IQAC, GUWAHATI COLLEGE GUWAHATI, ASSAM</p>
Guwahati College, Bamunimaidam, Guwahati - 781021, Kamrup (Metro), Assam ; Phone No. : 0361-2550512, 2558919, 9435730902 ; Fax : 0361-2550512, Website : <a href="http://www.guwahaticollege.org.in">www.guwahaticollege.org.in</a> , E-mail - <a href="mailto:ppalgurwahaticollege@gmail.com">ppalgurwahaticollege@gmail.com</a>	

PHOTOS:

**Department of English**  
GUWAHATI COLLEGE

*offers*  
*Certificate courses on*

**SPOKEN ENGLISH** & **FUNCTIONAL COMMUNICATIVE ENGLISH**

*with inauguration of the*  
**LANGUAGE LAB**

*by*  
Dr. Pranab Sandilya  
PRINCIPAL  
GUWAHATI COLLEGE

**Time: 1:30 pm**  
**13/07/2022**





Guwahati  
College



Google

**Guwahati, Assam, India**

5QPQ+M85, Jyoti Nagar Rd, Bamunimaidan,  
Guwahati, Assam 781021, India

Lat 26.186847°

Long 91.787942°

12/07/22 02:16 PM

GPS Map Camera





**LIST OF STUDENTS ENROLLED:**

1. JYOTISHMAN DAS
2. MRIDUSHMAN KALITA
3. KAZI ABU BAKKAR
4. AOVIJIT PODDAR
5. CHINMOY KR. DAS
6. DENISHA RAJBONGSHI
7. SWETA RAJAK
8. AMRITA GOHAIN
9. BIDISHA BARMAN

**TO UPLOAD:**

**ATTENDANCE REGISTER:  
PHOTOGRAPH OF STUDENTS ATTENDING CLASS  
LIST OF CERTIFICATE AWARDEES**