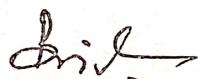


**K.R.COLLEGE OF ARTS & SCIENCE, KOVILPATTI**  
**DEPARTMENT OF ENGLISH**  
**SYLLABUS FOR ADD ON COURSE (2025 – 2026).**

**Course Title: Spoken English and Communication Skills**

<b>LEARNING OBJECTIVES</b>	
I	To enable students to use correct grammar in spoken communication.
II	To improve students pronunciation and clarity using phonetic skills.
III	To help students use English confidently in everyday situations
IV	To build confidence in delivering speeches and presentations.
V	To train students in formal communication for professional use.
UNIT	<b>DETAILS</b>
I	<ul style="list-style-type: none"> <li>• Parts of Speech (focus on use in speech)</li> <li>• Tenses and Verb Forms (presenting timelines while speaking)</li> <li>• Sentence Structure (affirmative, negative, interrogative)</li> <li>• Question Formation and Tag Questions</li> <li>• Use of Modals (can, should, must) in polite requests and commands</li> </ul>
II	<ul style="list-style-type: none"> <li>• Introduction to Phonetics (consonant and vowel sounds)</li> <li>• International Phonetic Alphabet (IPA)</li> <li>• Word Stress and Syllable Patterns</li> <li>• Intonation and Rhythm in Speech</li> <li>• Common Indianisms and Neutral Accent Training</li> </ul>
III	<ul style="list-style-type: none"> <li>• Greetings, Introductions, and Small Talk</li> <li>• Giving Directions and Making Requests</li> <li>• Telephonic Conversation Etiquette</li> <li>• Email Writing Basics and Whatsapp Etiquette</li> <li>• Describing Daily Routines and Common Situations</li> </ul>
IV	<ul style="list-style-type: none"> <li>• Types of Speeches: Informative, Persuasive, Special Occasion</li> <li>• Speech Writing and Organization</li> <li>• Body Language and Eye Contact</li> <li>• Voice Modulation and Audience Engagement</li> <li>• Handling Stage Fear and Nervousness</li> </ul>
V	<ul style="list-style-type: none"> <li>• Resume and Cover Letter Writing</li> <li>• Group Discussions and Interview Skills</li> <li>• Business Etiquette and Workplace Communication</li> <li>• Teamwork and Interpersonal Skills</li> <li>• Conflict Resolution and Active Listening</li> </ul>
<b>COURSE OUTCOMES</b>	
I	Students will speak English accurately in interviews and conversations.
II	Students will speak with correct pronunciation in professional settings.
III	Students will communicate effectively in customer service and social contexts.
IV	Students will perform well in group discussions, seminars, and meetings.
V	Students will be prepared for job interviews and work place communication.

  
**HOD**

  
**PRINCIPAL**