



**Mangalmay Institute of Management Technology**  
Greater Noida (U.P.)



**MANGALMAY**  
INSTITUTE OF MANAGEMENT TECHNOLOGY

Greater Noida



**CERTIFICATION COURSE ON**

# **Communicative Application in English**

28th November 22 to 21st December 22

**TOLL FREE : 1800 103 3797**

Plot No. - 8 & 9, Knowledge Park - II, Greater Noida, Delhi-NCR, India

[www.mangalmay.net.in](http://www.mangalmay.net.in)





## **SYLLABUS**

**Certification Course on “Communicative Application in English”**

**Duration: 30 Hours**

### **UNIT 1: LISTENING AND SPEAKING SKILLS**

- Variations of modern English: British, American, and Indian
- Basic sounds
- Deviations in British and American and other varieties.

### **UNIT-II: VERBAL COMMUNICATION**

- Conversation-Basic techniques
- How to begin interrupt, hesitate and end
- How to express time, age, feelings and emotion
- How to respond Using language in various contexts/situations
- Talking about oneself and others –
- Attending an interview
- Addressing an audience
- Using ICT and audio aid
- Compering
- Group discussion.

### **UNIT-III: NON-VERBAL COMMUNICATION**

- Body language and postures
- Orientation
- Eye contact ,Facial expression& Dress code-
- Self-concept, Self-image, Self-esteem & Attitudes.

### **UNIT-III: READING AND WRITING SKILLS**

- Skimming and scanning
- Writing short messages
- E-mails
- Preparing notes and reports based on visuals, graphs and diagrams
- Official/business related letters
- Preparing ,agenda, minutes & Curriculum Vita
- Describing persons, places, incidents and events Short argumentative essays.

### **UNIT-IV: ENRICHING VOCABULARY**

- Words often confused and misused
- Synonyms Antonyms
- Idioms phrases and phrasal
- Verbs used in day-to-day life



- Corresponding British and American expressions.

#### **UNIT-V: REPORT/ACADEMIC WRITING**

- Writing for Specific Purposes Scientific writing
- Preparation of project proposals
- Writing of summaries and reviews of movies and books in English/regional languages.

#### **SUGGESTED ACTIVITIES**

Teachers could encourage the students at the following tasks:

1. Translation of short and simple passages
2. Providing captions for photos and pictures.
3. Symposium-Presenting different aspects of a debatable topic.

**(Dr. Manoj Kumar Singh)**  
**Principal, MIMT**



**Schedule of Certification Course on “Communicative Application in English”**

**Duration:30 hours**

Sr.No.	Resource Person	Topic Covered	Date & Time
1.	Ms.Vandana	<ul style="list-style-type: none"><li>• Variations of modern English: British, American, and Indian</li><li>• Basic sounds</li><li>• Deviations in British and American and other varieties.</li></ul>	28 <sup>th</sup> November,2022 3:00p.m.-5:00p.m.
2.	Ms.Vandana	<ul style="list-style-type: none"><li>• Conversation-Basic techniques</li><li>• How to begin interrupt, hesitate and end</li></ul>	29 <sup>th</sup> November,2022 3:00p.m.-5:00p.m.
3.	Ms.Vandana	<ul style="list-style-type: none"><li>• How to express time, age, feelings and emotion</li></ul>	30 <sup>th</sup> November,2022 3:00p.m.-5:00p.m.
4.	Ms.Vandana	<ul style="list-style-type: none"><li>• How to respond Using language in various contexts/situations</li><li>• Talking about oneself and others –</li><li>• Attending an interview</li></ul>	1st December,2022 3:00p.m.-5:00p.m.



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5.	Ms.Vandana	<ul style="list-style-type: none"><li>● Addressing an audience</li><li>● Using ICT and audio aid</li></ul>	5th December,2022 3:00p.m.-5:00p.m.
6.	Ms.Vandana	<ul style="list-style-type: none"><li>● Comparing</li><li>● Group discussion</li></ul>	6 <sup>th</sup> December,2022 3:00p.m.-5:00p.m.
7.	Ms.Vandana	<ul style="list-style-type: none"><li>● Body language and postures</li><li>● Orientation</li></ul>	7th December,2022 3:00p.m.-5:00p.m.
8.	Ms.Vandana	<ul style="list-style-type: none"><li>● Eye contact ,Facial expression&amp; Dress code-</li><li>● Self-concept, Self-image, Self-esteem &amp; Attitudes</li></ul>	8th December,2022 3:00p.m.-5:00p.m.
9.	Ms.Vandana	<ul style="list-style-type: none"><li>● Skimming and scanning</li><li>● Writing short messages</li><li>● E-mails</li></ul>	12th December,2022 3:00p.m.-5:00p.m.
10.	Ms.Vandana	<ul style="list-style-type: none"><li>● Preparing notes and reports based on visuals, graphs and diagrams</li><li>● Official/business related letters</li></ul>	13th December,2022 3:00p.m.-5:00p.m.



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<b>11.</b>	Ms.Vandana	<ul style="list-style-type: none"><li>● Preparing ,agenda, minutes &amp; Curriculum Vita</li><li>● Describing persons, places, incidents and events</li></ul> Shortargumentative essays	14th December ,2022 3:00p.m.-5:00p.m.
<b>12.</b>	Ms.Vandana	<ul style="list-style-type: none"><li>● Words often confused and misused</li><li>● Synonyms Antonyms</li><li>● Idioms phrases and phrasal</li><li>● Verbs used in day-to-day life</li><li>● Corresponding British and American expressions</li></ul>	15th December,2022 3:00p.m.-5:00p.m.
<b>13.</b>	Ms.Vandana	<ul style="list-style-type: none"><li>● Writing for Specific Purposes Scientific writing</li></ul>	19th December,2022 3:00p.m.-5:00p.m.
<b>14.</b>	Ms.Vandana	<ul style="list-style-type: none"><li>● Preparation of project proposals</li></ul>	20 <sup>th</sup> December,2022 3:00p.m.-5:00p.m.
<b>15.</b>	Ms.Vandana	<ul style="list-style-type: none"><li>● Writing of summaries and reviews of movies and books in English/regional languages</li></ul>	21st December,2022 3:00p.m.-5:00p.m.



	<b>Report</b>
Name of the Course	Certification Course on “ <b>Communicative Application in English</b> ”
Date	28th November,2022 to 21st December,2022
Venue	Seminar Hall, Block C
Organized by	School of Education, MIMT
Participated by	Students of B.Ed I year
Activity - Incharge	Neha Jindal
Resource Person	Ms. Vandana
Objective	<p>On completion of Certification Course on “<b>Communicative Application in English</b>”, the prospective teacher educator will be able to:</p> <ul style="list-style-type: none"><li>● Use English for interpersonal and international communication.</li><li>● Engage in all kinds of communication activities- informal, formal/business related and academic.</li><li>● Enrich vocabulary through various strategies and techniques.</li><li>● Perform well in language tests and competitive examinations.</li><li>● Enhance creative writing and presentation skill of report/academic writing.</li></ul>



Content

**Planning & Execution:**

Ms Neha Jindal was assigned the responsibility to conduct the course. The proposal was forwarded to the Management to get it approved. It was accepted on 24<sup>th</sup> November ,2022. Thereafter, Ms. Vandana (Assistant Professor , MIMT) were approached to conduct the course. They were convinced and sent course schedule. The Plan of Action was prepared.

Daywise Activity:

**Day 1 (28<sup>th</sup> November, 2022)**

On the First day in Session-1, Ms. Vandana discussed about the significance, variations of modern British. American, and Indian English. Their basic sounds and deviations in British and American and other varieties.

**Day 2(29<sup>th</sup>November, 2022)**

On the Second day in Session-2, Ms. Vandana trained the students about conversation and their basic techniques .She too explained about how to begin interrupt, hesitate and end in conversation .

**Day 3(30<sup>th</sup> November, 2022)**

On the Third day in Session-3, Ms. Vandana explained about how to express time, age, feelings and emotion .Students learned by enjoying the session.

**Day 4 (1st December, 2022)**

On the Fourth day in Session-4, she discussed about how to respond by using language in various contexts/situations She told the ways of how to talk about oneself and others .In addition to that she too explained the process of how to attend an interview.

**Day 5 (5<sup>nd</sup> December, 2022)**

On the Fifth day in Session-5 , Ms. Vandana discussed about how to address an audience, method of using ICT and audio aid.

**Day 6 (6th December, 2022)**

On the Sixth day in Session-6, she trained the about compering and Group discussion .Students enjoyed the session a lot.

**Day 7(7<sup>th</sup> December, 2022)**

On the Seventh day in Session-7, Ms. Vandana told about body language ,posters and orientation .

**Day 8 (8th December, 2022)**

On the Eight day in Session-8, Ms. Vandana told about eye contact ,facial expression & dress code to keep in mind for effective communication. She too discussed about self-concept, self-image, self-esteem & attitudes.

**Day 9(12<sup>th</sup> December, 2022)**

On the Ninth day in Session-9, she helped students to clear their doubts about skimming and scanning and she too explained them about how to write short messages and E-mails.





Outcome	<p>The learning outcomes of the Certification Course on “<b>Communicative Application in English</b>” are:</p> <ul style="list-style-type: none"><li>● Students able to use language correctly for purpose of communication be it written or spoken.</li><li>● It helped to develop a positive attitude in every individual.</li><li>● It developed the communication skills of our students various soft skill and personality development .</li></ul> <p>192 students of B.Ed I year had done this course. The course was highly interactive and extremely motivated the students.</p>
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## **Expert Profile**

### **Ms.Vandana**

**Core Skills:** Soft Skill Trainer, Communicative Language

**Qualification:** M.Phil,M.Ed,MA (English), NET,CTET

**Experience:**5 years

**Research Area:** Soft Skills & Communication, Educational Psychology