

MANONMANIAM SUNDARANAR UNIVERSITY,  
TIRUNELVELI-12



**SYLLABUS**

**CERTIFICATE COURSE IN SPOKEN ENGLISH**

Subject Status	Subject Title	Subject Code
Core	Spoken English	RCSE1
Core	Introduction to Phonetics	RCSE2
Core	Public Speaking	RCSE3

## **SPOKEN ENGLISH**

**Unit – 1 :-** Greeting – Introduction – Inviting Someone

**Unit – 2 :-** Making Requests – Offering Help – Seeking Permission

**Unit – 3 :-** Expressing Gratitude – Persuading – Complimenting

**Unit – 4 :-** Expressing Sympathy – Complaining – Apologising

**Unit – 5 :-** Making Suggestions – Warning Someone – Asking about Remembering.

### **Text Books :**

Spoken English for you. Level – I by G. Radhakrishna Pillai and K. Rajeevan  
(Emerald Publishers, Chennai)

## **INTRODUCTION TO PHONETICS**

**Unit – 1 :-** Organs of Speech

**Unit – 2 :-** Phonetic Symbols – Vowels and Consonants

**Unit – 3 :-** Syllable – Stresses.

**Unit – 4 :-** Intonation

**Unit – 5 :-** Errors in Pronunciation – Transcription

### **Text Book :**

Introduction to English Phonetics for foreign Students, by T. Balasubramaniam.

**Reference :** English Phonetics for Beginners by Iyadurai, Jones Publications.

## **PUBLIC SPEAKING**

**Unit – 1 :-** Need for Communication – Communication and Language – Principles of Effective Communication – Barriers to Communication.

**Unit – 2 :-** Listening for Main ideas / Specifics – Listening to a dialogue / lecture / Speech etc.

**Unit – 3 :-** Making Effective speeches – Welcome Speech, Presidential Address, Vote of Thanks etc.

**Unit – 4 :-** Describing a person / Place / event etc. – Developing Arguing competency compering.

**Unit – 5 :-** Group Discussion and Debate.

**Reference :**

1. Mass Communication in India – Kevel J. Kumar (Jaico Publishing House, Mumbai)
2. A Course in Spoken English by A. Nihamathullah, Y. Seyed Mohammed, Jasmine Mathialagan, A Calisthers, A. Joycilin Shermila Publication Division, Manonmaniam Sundaranar University, Tirunelveli – 12.