

English Communication Skills - 6 Months Course Syllabus

1. Fundamentals of Communication

- Definition and importance of communication
- Types of communication (Verbal, Non-verbal, Written)
- Process and barriers to effective communication
- Listening skills

2. Grammar and Vocabulary

- Parts of speech
- Tenses and sentence structure
- Active and passive voice
- Direct and indirect speech
- Common errors and correction
- Vocabulary building (synonyms, antonyms, idioms, phrasal verbs)

3. Speaking Skills

- Pronunciation and accent training
- Everyday conversation practice
- Group discussions
- Public speaking
- Presentation skills
- Interview skills

4. Reading Skills

- Reading strategies (skimming, scanning, intensive/extensive reading)
- Comprehension passages
- Analyzing different types of texts (articles, essays, emails)

5. Writing Skills

- Paragraph writing
- Essay writing
- Letter and email writing (formal & informal)
- Resume/CV writing
- Report writing
- Notice, memo, and minutes of meetings

6. Soft Skills & Workplace Communication

- Body language
- Time management
- Teamwork and leadership
- Telephone and email etiquette
- Cross-cultural communication

Assessment Components

- Assignments and Projects
- Oral Presentations
- Written Tests
- Final Exam (practical + theory)