

Paper Code - VOC - 140

Minutes of the Meeting of BOS for Vocational Course on "The Elocutionary Skills" in English

BOS for the approval of syllabus for the newly proposed Vocational Course on "The Elocutionary Skills" in English by the School of Languages took place on Monday, 19th June 2023 in online mode in the School of Languages. The syllabus of Vocational course was approved with slight modifications in module 4 by the external expert. The concerned course will be implemented from July 2023.

Director-in-charge: Dr. Ankit Trivedi, School of Languages, CSJM University, Kanpur

Former Director: Prof. Sanjay K. Sawarnkar, School of Languages, CSJM University, Kanpur

External Expert: Prof. Onkar Nath Upadhyay, Department of English, University of Lucknow

Course Coordinator: Dr. Pooja Agarwal & Dr. Sonali Maurya, School of Languages, CSJM University, Kanpur

Dr. Rainarathu Mishra, Department of Education, CSJM University, Kanpur

Dr. Richa Verma, School of Languages, CSJM University, Kanpur

Dr. Sumana Biswas, School of Languages, CSJM University, Kanpur

Dr. Prabhat Gaurav Mishra, School of Languages, CSJM University, Kanpur

Date: 19.06.2023

Place: Kanpur

Ankit Trivedi
19/6/2023

Prof. Onkar Nath Upadhyay

Pooja Agarwal
19/06/23

Richa Verma
19/6/23

Sumana Biswas
19/6/23

Sonali Maurya
22-06-2023

Prabhat Gaurav Mishra
19/6/23

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19/07/2023

Prabhat
19/06/2023

Sonali Maurya
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Chhatrapati Shahu Ji Maharaj University, Kanpur
(Formerly Kanpur University, Kanpur)



Syllabus for the
VOCATIONAL COURSE ON "THE ELOCUTIONARY SKILLS"
offered by
SCHOOL OF LANGUAGES, CSJMU

(To be introduced with effect from the academic year 2023-24)

Ordinance, Regulations

S. No.	Heading	Particular
1.	Title of the Course	Vocational Course on The Elocutionary Skills
2.	Eligibility for Admission	Candidate who passed std 10+2 Examination from any stream
3.	Intake Capacity	80 STUDENTS
4.	Selection	First Come First Served Basis
6.	Duration	3 months (July to September, January to March)
7.	Number of Lectures	At least 65 hours (Not more than 75)
8.	Remuneration of Invited Speakers	As per University / Government Guidelines
9.	Status	To be implemented from academic year 2023-24
10.	Pass Marks	The candidate must obtain 40% marks at both Internal and End Semester Examination
11.	Examination	60 Internal + 40 Semester End Examination 3 internal assessments of 20 marks each = 60 and 40 marks Semester End Exam Total marks = 100

15/7/23

19/7/23

19/7/23

12.	Standards of Passing of Examination	Separate heads of passing. Minimum 24/60 needed for passing at Internal Assessment Minimum 16/40 needed for passing at Semester End Examination
13.	Pedagogy (Instructional System)	Offline

Preamble

Why Elocutionary Skills

English has emerged as lingua franca in contemporary times. It is the language of international exchange. At CSJM University we constantly endeavor to provide our students best and holistic education that encompasses the many facets of their personality. Towards that end, the Department of English and Modern European and other Foreign Languages, School of Languages offers Vocational Course on “The Elocutionary Skills.” This will enable the participants to hone their English Skills, including the four components of the language: Reading, Writing, Listening, Speaking, with special focus on praxis vis-à-vis theory.

Benefits of this Course:

The course will offer several benefits and enable the students:

- To read and write fluently in English Language.
- To communicate fluently in English.
- To understand and comprehend the language properly.
- To understand the nuances of the Language.
- To write in different formats.
- To get an in-depth understanding of professional communication.

Course Objectives:

- To enable students put up their thoughts logically.
- To habituate them to study for presenting the subject, with particular attention to the clear, distinct, and socially acceptable pronunciation of words.
- To motivate them to use voice and language effectively.
- To develop students’ practical command of English.
- To improve their writing skills and to ready them for the professional world.

Course Outcome:

- Students will be able to read and understand English texts correctly.



- Students will ameliorate their awareness of correct usage of English grammar in writing and speaking.
- Students will be able to implement correct techniques and formalities necessary for both oral and written communications.

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Detailed Syllabus

Module	Syllabus	No of Lectures
1. Listening Skill	Types of listening Difference between hearing and listening Listening comprehension Ear training program Understanding difference between British and American accents	10
2. Oratory Skill	Public Speaking Interviews: (telephonic, online, face-to face, Zoom, personal) Group discussion Meeting, Conference Press conference Story telling & Role play	20
3. Reading Skill	Comprehension skills Skimming and Scanning Condensation, Intensive and Extensive Note making & Note taking Kinds of reading passages	15
4. Writing Skill	Word Formation: Blending, Clipping, Acronym, Back Formation, Compounding, Derivation Letter, Memo, Notice, Itinerary, Email, Report, Academic Blog, Biodata, Resume, Curriculum Vitae BOCUST Formula	30

- Note: The language lab in the School of Languages will be used for interactive language learning platform. It concentrates on enhancing listening and speaking skills of students. It aims at learning correct pronunciation and accent.

Suggested Readings:

1. Carnegie, Dale, and J. Berg Esenwein. *The Art of Public Speaking*. Courier Dover Publications, 2017.



2. Dev, Anjana Neira, & Ravinder Gargesh. *A Handbook for Academic Writing and Composition*. New Delhi, Pinnacle Learning, 2014
3. Dev, Anjana Neira, Archana Mathur, Tulika Prasad, & Tasneem Shahnaaz. *Business English*. Delhi, Pearson, 2008.
4. Raman, Meenakshi, & Sangeeta Sharma. *Technical Communication: Principles and Practice*. New Delhi, Oxford University Press, 2011.
5. Sethi, J. & P. V. Dhamija. *A Course in Phonetics and Spoken English*. New Delhi, PHI Learning Private Limited, 2011.
6. Thakur, Damodar. *Linguistics Simplified: Morphology*. Bharati Bhawan, 1997.

skill partner- Khajai Maandavi Chisti
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