

# PAPER – 4

## COMMUNICATIVE ENGLISH PRACTICES

Total Marks – 100  
Credit – 4

### Objectives

P.P.W.-4

1. To develop listening, speaking and writing skills.
2. To build Basic English in students.
3. To familiarize students with terms, expressions and content chunk specific to rural management.
4. To develop an ability to comprehend oral and written communication skills in realistic field situations.

### ABILITIES:-

1. Which are expected to develop among the students?
2. Students will have basic knowledge of English.
3. They will be able to speak listen and write simple English.
4. They will remove their fear and be confident as far as English speaking and learning concerned.

### **Module – 1**

#### Developing basic skills.

1. Listing practice, listing comprehension, giving instructions.
2. Loud reading, reading dialogues, asking and answering ‘ Yes’, ‘No’ questions ‘WH’ questions, sentences in present, past, future tense and statements, sentences about self, friends, family members, neighbors, relatives, institutions etc. listening, speaking, reading and writing.

### **Module – 2**

#### Correct & Effective

1. Preparing drafts, listing of relevant points, finding and writing stock sentences developing paragraphs, writing a whole document.
2. Project proposals, reports, press notes, advertisements, posters, slogans, rating scale, questionnaires, survey reports, correspondence, applications, complaints.

### **Module – 3**

#### Reading and comprehension.

1. News reports
2. Press notes.
3. Advertisements.
4. Proposals.
5. Annual reports.
6. Project research reports.
7. Speeches.
8. Bio – data
9. Correspondence.
10. Circulars
11. Interview

## **Module – 4**

### **English in Field**

1. Talking to people.
2. Finding out problems of people.
3. Collecting information from the officers.
4. Writing letters.
5. Reading, observing and drafting various letters.
6. Reports.
7. Project- proposals of N.G.O.

## **Module – 5**

**Instruments of effective English:** pen drive, mobile, computer, internet, L.C.D., D.V.D. etc.

### **Activates**

1. Load reading, silent reading, reading in groups, comprehension, questions and answers, pair work, group work, translation – Gujarati into English, English into Gujarati.
2. 7 to 10 days workshop for listening speaking, reading & writing skills.

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