

COURSE CURRICULUM (BASIC ENGLISH FOR EMPLOYABILITY)

TOTAL HOURS

60 hours

COURSE NAME:

STEP English Essentials

COURSE OBJECTIVE:

This course has two parts. A 20-hour exercise-based course and 40-hour face-to-face course.

The aim of the face-to-face course is to help develop their English language, communicative and allied skills through a series of reading, listening, grammar, speaking and topical lessons. The methodology through which the lessons are facilitated provide more opportunities for the learners to use the language they have acquired with constant monitoring and feedback.

The exercise-based course is a series of lessons which will be monitored by the faculty of the college. Each lesson focuses on reading, writing, listening, speaking, grammar and vocabulary.

COURSE CONTENT:

I. F2F COURSE CONTENT

UNIT 1:

Functional language (speaking) - Greetings, Introductions and Farewell - Reading (posters) - for gist and for detail - Grammar refresher - Functional language (writing) - likes and dislikes - Listening (monologue) - for gist and for detail - Reading (catalogues) - for gist and for detail - Grammar - Present simple (Be verb)

UNIT 2:

Functional language (speaking) - Habits & routines using frequency - Functional language (Writing) - culture of a place - Listening (conversation)- gist and detail - Functional language (speaking) - Time References - Reading (news using past tense) - for gist and for detail - Grammar - Simple past - Functional language (Writing) - Describing past experiences - Listening (news using past tense) - gist and details

UNIT 3:

Reading (newspaper article) - for gist and for detail - Grammar - Simple future - Functional language (speaking) - future plans - Functional language (Writing) - Making choices - Listening (newspaper article)- for gist and detail - Reading (signs and notices) - for gist and for detail - Grammar – Articles - Listening (announcements) - for gist and for detail

UNIT 4:

Functional Language (speaking) - Expressing Opinions - Functional language (speaking) - Likes and dislikes - Reading (job advertisements) - for gist and for detail - Grammar – Pronouns - Listening (news)- gist and detail Functional language (speaking) - Thanks and apologies Functional language (speaking) – agree and disagree - Reading (email) - for

gist and for detail

UNIT 5:

Grammar – Prepositions - Listening (directions) - gist and details - Functional language (speaking) – Giving directions - Functional language (speaking) - enquiring/asking questions - Reading (newspaper article) - for gist and for detail - Grammar – modals
Listening (conversation)- for gist and detail - Functional language (speaking) - day to day transactions (banks, post office, shops)

II. EXERCISE BASED COURSE

UNIT 1:

Reading (descriptive) - for gist and detail - Grammar - Adjectives - Mind-mapping and writing structure - Listening (descriptive) - for gist & detail

UNIT 2:

Functional Language (writing) - Describe personal experiences - Reading (prospectus) - for locate and isolate - Grammar - Conjunctions - Functional language (speaking) - Making comparisons

UNIT 3:

Listening (prospectus) - for locate and isolate - Functional Language (speaking) - expressing feelings and emotions - Reading (geographical information) - for gist and detail – Punctuations

UNIT 4:

Functional Language (speaking) - giving reasons and explanations - Listening (geographical information) - for gist & detail - Functional Language (writing) - Making appointments & reservations - Reading (rules & regulation) - for gist and detail

UNIT 5:

Grammar – Adverbs - Functional Language (Speaking) - Accepting & Rejecting offers and invitations - Listening (rules and regulations) - for gist & detail - Phonics - Commonly Made Speaking Errors

COURSE OUTCOMES:

Students will be able to:

- Can read and understand routine information and instructions, and the basic meaning of non-routine information only in a familiar area and re-reading as required.
- Can understand phrases and expression related to areas of personal, social and professional domains provided speech is clearly articulated.

- Can have basic conversations in English - in person and over the telephone
- Can successfully manage group discussion
- Can deliver short talks on familiar topics with confidence
- Can complete short essays on familiar topics
- Can use better and more varied vocabulary

FOR FURTHER READING:

- English Grammar and Composition – Wren and Martin
- The Elements of Style – Strunk and White
- The Elevate Series (Improve English skills) – Shefali Ray, Samathmika Balaji and Simran Luthra
- Common Errors in Everyday English – Saumya Sharma
- Spoken English for My World – Sabina Pillai
- Email Writing for Beginners: Examples, Etiquette, and Mistakes – Yogesh Vermani
- Malgudi Days – RK Narayan
- Time Stops at Shamli – Ruskin Bond
- The Blue Umbrella – Ruskin Bond
- Here, There and Everywhere – Sudha Murthy

REFERENCES:

A workbook will be provided to each student for future reference.

SOFTWARE REQUIREMENT:

- Chrome version 52+, or Firefox version 50+, or Edge Windows 10 build 15019
- Operating System – Windows7+, Ubuntu
- Access to You Tube
- Access to <https://english.stepstest.in/>
- Stable internet connection with 2Mbps speed via Wi-Fi or Ethernet or 4G hotspot

HARDWARE REQUIREMENT:

- Desktop or laptop
- Compatible speakers or headphones with microphone
- Projector

INDUSTRY SCOPE:

This course aims to equip learners with the necessary communicative English skills to excel in a wide range of industries. It provides learners with practical language training tailored to the demands of the modern workplace, ensuring their readiness to effectively communicate and thrive in diverse professional settings.

20 INDUSTRY USE CASES

1. Customer Service: Effective communication with customers, handling inquiries, and resolving complaints.
2. Sales and Marketing: Developing persuasive language skills for product presentations, negotiations, and building client relationships.
3. Business Meetings: Enhancing communication in meetings, including participation, expressing opinions, and summarizing key points.
4. Presentations and Public Speaking: Building confidence and delivering impactful presentations to small or large audiences.
5. Job Interviews: Preparing for job interviews by practicing common interview questions and improving communication skills.
6. Cross-Cultural Communication: Being able to communicate better in international business settings.
7. Email and Business Writing: Developing professional writing skills for emails, reports, and other business correspondence.
8. Networking: Improving communication skills for building professional connections and expanding professional networks.
9. Negotiation Skills: Learning effective communication strategies for negotiating deals, contracts, and agreements.
10. Team Collaboration: Enhancing communication within teams, including active listening, giving feedback, and resolving conflicts.
11. Leadership and Management: Developing communication skills essential for leading and managing teams effectively.
12. Teleconferencing and Video Calls: Improving communication skills for remote meetings and virtual collaborations.
13. Technical Communication: Enhancing communication skills for explaining complex technical concepts to non-technical stakeholders.
14. Interpersonal Skills: Developing effective communication and listening skills for building relationships in the workplace.
15. Project Management: Communicating project goals, timelines, and updates to stakeholders and team members.
16. Social Media and Digital Communication: Utilizing effective language and tone for social media platforms and online interactions.
17. Business Etiquette: Learning appropriate language and behavior for different business situations and settings.
18. Conflict Resolution: Developing communication strategies for resolving conflicts and reaching mutually beneficial solutions.
19. Presentation Skills for Sales: Enhancing communication techniques to engage and persuade potential clients during sales presentations.
20. Hospitality and Tourism: Improving communication skills to provide exceptional customer service in the hospitality industry.