NAAN MUDHALVAN COURSE FOR FIRST YEAR STUDENTS

SUBJECT	**ENGLISH ESSENTIALS**
TOTAL DURATION:	60 HRS
MODE OF DELIVERY	PHYSICAL CLASSROOM TRAINING AT RESPECTIVE COLLEGES
TRAINER TO STUDENT RATIO:	1:60
TOTAL MARKS:	70 (External) + 30 (Internal)

TABLE 1	
OVERALL COURSE OBJECTIVE:	The main aim of the course is to provide students with a comprehensive insight into the principles, techniques, and best practices in English language communication. The methodology followed facilitates learning through real-life contexts. It also provides extensive opportunities for learners to use the language they have acquired and get feedback on the same.
LEARNING OUTCOME:	Learners can confidently and comfortably use the English language to communicate in professional and personal spheres.

TABLE 2: MODULE WISE COURSE CONTENT AND OUTCOME				
SL.NO	**MODULE NAME**	**MODULE CONTENT**	**MODULE LEARNING OUTCOME**	**DURATION (HRS)**
	Listening Skills	Listening for gist Listening for specific information Listening for details Listening to understand author opinion or purpose Listening for inference	Can understand simple sentences and frequently used expressions related to areas of most immediate relevance for e.g. shopping, travel, local geography etc.	15
	Reading Skills	Reading for gist Reading for specific information Reading for details Reading to understand author opinion or purpose Reading for	Can read and understand sentences related to familiar areas for e.g. personal and family information, institutional news etc.	15

			inference	
	Speaking Skills	Pronunciation Vocabulary Accuracy Coherence Interactive ability	Can communicate for simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	15
	Writing Skills	Vocabulary Accuracy Coherence	Can write in simple terms about aspects of his/her background, immediate environment and matters in areas of immediate need.	15

TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USECASES		
LEARNING OUTCOME	**ASSESSMENT CRITERIA**	**USECASES**
Can understand simple sentences and frequently used expressions related to areas of most immediate relevance for e.g. shopping, travel, local geography etc.	Listen effectively: - for gist - for specific information - for details - to understand author opinion or purpose - for inference	**Use Case 1:** Listen to action points in a business meeting **Scenario:** A business meeting is held on changing the vendor for stationary supplies **Task:** Students must listen to this meeting and identify the key take -ways in terms of the decisions made as well as the action points. The action points need a clear owner and a completion date. **Use Case 2:**Listen to colleague grievances and understand the key issue **Scenario:** A colleague shares his/her grievances w.r.t. company HR policies **Task:** Students must listen to this colleague in order to identify the key issue. On

		doing this, they must advice the colleague suitably to benefit both the organisation as well as the colleague. They must also understand the issue as it may be pertinent to their own welfare.
Can read and understand sentences related to familiar areas for e.g. personal and family information, institutional news etc.	Reading effectively: - for gist - for specific information - for details - to understand author opinion or purpose - for inference	**Use Case 1:** Read a business report to understand trends and identify action points **Scenario:** A business report is generated by the market intelligence team for use by the sales team. **Task:** Students must read the report by the market intelligence team and understand trends and reasons why particular action is recommended **Use Case 2:** Read an instruction manual **Scenario:** A new equipment has been added to the Audio visual department and it needs to be set up for first use **Task:** Students must read the instructions and set up the equipment for use by the AV team.
Can communicate for simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	-Pronounce words and sentences correctly using appropriate tone and stress -Use suitable vocabulary in a variety of scenarios -Produce language devoid of any errors -Produce language that flows in a coherent manner	**Use Case 1:** Convey thoughts and opinions in a business meeting **Scenario:** A meeting is conducted to decide on the best option for the annual team event **Task:** Students must articulate suggestions and

	-Interact with others through appropriate responses	opinions on suggestions made by others **Use Case 2:** Deliver a short presentation **Scenario:** A new application has been implemented to manage employee attendance as well as renumeration and employees must be oriented to it **Task:** Students must deliver a short presentation introducing the new app and provide guidelines on how to use the same
Can write in simple terms about aspects of his/her background, immediate environment and matters in areas of immediate need.	Vocabulary Accuracy Coherence	**Use Case 1:** Write an email requesting for some information **Scenario:** In order to plan for content creation, the sales figures projections are needed from the sales team **Task:** Students must write an email to the sales team asking for the sales figure projections for the year **Use Case 2:** Write a short report on a project completed **Scenario:** A government project has been completed and a completion report needs to be submitted in order for payment to be released **Task:** Students must write a short report outlining the details of the project, the challenges faced and outcomes achieved

SL.NO	FINAL PROJECT
	TABLE 4: LIST OF FINAL PROJECTS (20 PROJECTS THAT COMPREHENSIVELY COVER ALL THE LEARNING OUTCOMES)
1	Job Interview Preparation: Students prepare for a mock job interview by writing a resume and cover letter, practicing common interview questions, and role-playing interviews.
2	Personal Introduction: Students create a short video introducing themselves, sharing basic information such as their name, age, hobbies, and interests.
3	Reflection Essay: Students write a reflective essay about their learning experience in the English course, discussing their progress, challenges, and future goals.
4	Holiday Traditions Presentation: Students give a presentation about holiday traditions celebrated in their culture or country, including customs, foods, and activities.
5	Memory Book: Students create a memory book featuring photos, drawings, and written memories of their time in the English course.
6	Reports: Students write reports on products or service.
7	Environmental Awareness Campaign: Students design a poster or brochure for an environmental awareness campaign, including information about recycling, conservation, and sustainability.
8	Dream Job Poster: Students create a poster showcasing their dream job, including a description of the job, required skills, and reasons why they are interested.
9	Cultural Presentation: Students research a country or culture and give a presentation about its customs, traditions, and celebrations in English.
10	Creative Writing Story: Students write a short creative story using simple English, focusing on creativity and storytelling skills.
11	Business emails: Students write a series of business emails addressing various scenarios such as client enquiries, complaints or project updates.
12	Interview with a Classmate: Students interview a classmate about their hobbies, interests, and background, then write a short profile based on the interview.
13	Travel Itinerary: Students plan a fictional trip to a destination of their choice, creating an itinerary with details such as transportation, accommodation, and activities.
14	Health and Wellness Plan: Students create a health and wellness plan for themselves, including goals, exercise routines, and healthy eating habits, with explanations in English.
15	Movie or TV Show Review: Students watch a short film or episode of a TV show and write a review discussing the plot, characters, and their thoughts.
16	Book Review: Students read a simple English book or story and write a short review, summarizing the plot, characters, and their opinions.
17	Family Tree Presentation: Students create a visual family tree and give a presentation about their family members, including names, relationships, and

	basic information.
18	Picture-Based Storytelling: Students write a short story based on a series of provided images, focusing on using simple sentences and basic vocabulary.
19	Daily Routine Diary: Students keep a diary for a week documenting their daily routines in English, including activities, times, and descriptions.
20	Shopping List and Budget: Students create a shopping list for a specific event or occasion, along with a budget plan and explanation of their choices.

TABLE 5: COURSE ASSESSMENT RUBRICS (TOTAL MARKS: 100)				
ASSESSMENT CRITERIA	DESCRIBE THE CRITERIA OF THE BELOW CATEGORY PERFORMANCE			MARKS
	FAIR	GOOD	EXCELLENT	
Certification test 1. English language communication skills	28 - 41	42 - 55	56 - 70	70
2. Internal				30
Total				100