

Department of English
Sir Syed College, Taliparamba
CET01-Communicative English Trainer

Objectives

Build self-confidence & personal effectiveness | Develop communication (verbal, nonverbal, interpersonal) | Enhance workplace & business communication skills | Strengthen language skills (LSRW) | Guide project preparation & presentation

Course Structure (30 Hours)

Module	Units	Hours	Focus
1. Foundations	Knowing Self, Creative Thinking	6	Confidence, creativity
2. Social Skills	Language, Nonverbal, Problem Solving, Speaking	8	Etiquette, empathy, public speaking
3. Workplace	Organizational Skills, Correspondence, Etiquette	8	Emails, resumes, teamwork, interviews
4. Language Skills	Integrated Practice	4	Vocab, pronunciation, writing
5. Project	Brainstorming, Research, Drafting, Presentation	4	Critical thinking, report, oral presentation

Assessment (Weightage)

Participation 30% | Presentations 25% | Writing 20% | Final Project 25%

Criteria	High	Medium	Low
Speaking	Fluent & confident	Understandable	Frequent hesitations
Teamwork	Attentive, cooperative	Sometimes distracted	Rarely attentive
Writing	Well-structured, error-free	Understandable	Frequent errors
Project	Well-presented, relevant	Adequate	Disorganized

Methodology

Interactive | Task-based | Role plays | Group work | Presentations | Feedback

References

- Brown, H.D. Principles of Language Learning and Teaching. Pearson, 2014.
- Richards, J.C., & Rodgers, T.S. Approaches and Methods in Language Teaching. CUP, 2014.
- Harmer, J. The Practice of English Language Teaching. Pearson, 2015.
- Ur, P. A Course in Language Teaching. CUP, 2012.
- Nunan, D. Practical English Language Teaching. McGraw Hill, 2003.
- Carnegie, D. How to Win Friends and Influence People. S&S, 1936.
- ASAP Kerala. Communicative English Modules. Govt. of Kerala, 2015.