

Centre for Language, Translation and Cultural Studies
School of Humanities

NETAJI SUBHAS OPEN UNIVERSITY
Established By Act (W.B. Act (XIX) of 1997 and Recognised by U.G.C.)
Head Office: DD-26, Sector-I, Salt Lake City, Kolkata-700064; Phone: 033 40663214

Ref. No.: SoH/KC/579

Date: 17.7.2019

Short Term Course Schedule CICE

Course Duration: July 2019 – October 2019

Study Centre: NSOU Kalyani

Date/Week	Course paper	Tutor
22/7/2019	Paper 1	Sumana Bandyopadhyay
24/7/2019	Paper 1	J S Basu
29/7/2019	Paper 1	J S Basu
31/7/2019	Paper 1	Sumana Bandyopadhyay
5/8/2019	Paper 1	Sumana Bandyopadhyay
7/8/2019	Paper 1	J S Basu
14/8/2019	Paper 1	Sumana Bandyopadhyay
19/8/2019	Paper 1	J S Basu
21/8/2019	Paper 1	J S Basu
26/8/2019	Paper 1	Sumana Bandyopadhyay
	Class Assignment	
28/8/2019	Paper 2	Sumana Bandyopadhyay
2/9/2019	Paper 2	J S Basu
4/9/2019	Paper 2	J S Basu
9/9/2019	Paper 2	Sumana Bandyopadhyay
11/9/2019	Paper 2	Sumana Bandyopadhyay
16/9/2019	Paper 2	J S Basu
18/9/2019	Paper 2	J S Basu
23/9/2019	Paper 2	Sumana Bandyopadhyay
25/9/2019	Paper 2	Sumana Bandyopadhyay
30/9/2019	Paper 2	J S Basu
	Class Assignment	
21/10/2019	Term End Paper 1	Sumana Bandyopadhyay
23/10/2019	Term End Paper 2	J S Basu

Sd/-

Prof Manan K Mandal

Director

Center for Language, Translation & Cultural studies

Sd/- Dr Jay Sankar Basu

Dr Jay Sankar Basu

Associate Professor, ELT

Course Co-ordinator

Copy to: Asst Director, Study Centres, IT Official, SoH File



Course Structure: PCP Programme

Certificate in Communicative English

Venue: - School Humanities, Kalyani Campus

Week	Date	Time	Class Activity (for Advance Listening and Speaking English)	Academic Counsellor
1	22.07.2019 Monday	11.30a.m. to 3.00p.m.	<i>Induction Listening skills, Phonemes, Homonyms, Framing patterns. Notes from Audio, Listening to Audio, Language practice, famous person.</i>	Dr. Sumana Bandyopadhyay
	24.07.2019 Wednesday	11.30a.m. to 3.00p.m.	<i>Developing Listening Skills, Language practices Audio, Class Assignments.</i>	Dr. Jay Sankar Basu
2	29.07.2019 Monday	11.30a.m. to 3.00p.m.	<i>Communication Skills, different types of Communication, Soft Skills. Soft Skills Vs. Hard Skills, Emotional & Intellectual perception, time Management.</i>	Dr. Jay Sankar Basu
2	31.07.2019 Wednesday	11.30a.m. to 3.00p.m.	<i>Speaking Skills, setting up for Activities, My favourite Task, and Oral Communication1. Skills work, Teaching someone, Oral Communication2, Oral Communication3.</i>	Dr. Sumana Bandyopadhyay

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Week	Date	Time	Class Activity (for Advance Listening and Speaking English)	Academic Counsellor
3	05.08.2019 Monday	11.30a.m. to 3.00p.m.	Role Play, Lead-in- Activity, making conversation, Ordering & Speaking Collocations, Listening & pronunciation practice activities	Dr. Sumana Bandyopadhyay
	07.08.2019 Wednesday	11.30a.m. to 3.00p.m.	Language focus. Offers of help & Invitation, request, role play, prepositions of place. Prepositions of movement, present simple passive, verb patterns, refresh your memory box.	Dr. Jay Sankar Basu
4	14.08.2019 Wednesday	11.30a.m. to 3.00p.m.	Language focus, describing a personality, expressions for interviews, simulation. Past simple, Model Analysis, Language focus, Countable & uncountable nouns.	Dr. Sumana Bandyopadhyay
4	19.08.2019 Monday	11.30a.m. to 3.00p.m.	Comparatives, superlatives, obligation & permission, advice. Discussions & Presentation.	Dr. Jay Sankar Basu

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5	21.08.2019 Wednesday	11.30a.m. to 3.00p.m.	<i>Interrupting & Clarifying, problems & Solutions, Discussion & role Play. Discussion & Presentation.</i>	Dr. Jay Sankar Basu
	26.08.2019 Monday	11.30a.m. to 3.00p.m.	<i>Make your Own Gap- Fill, find Examples of, What's the difference between. Discussion & Presentation</i>	Dr. Sumana Bandyopadhyay
6	28.08.2019 Wednesday	11.30a.m. 3.00p.m.	<i>Introduction to reading Skills, basics of Reading Skills, find examples of. Understandings text structures, English bag, Looking at advertisements.</i>	Dr. Sumana Bandyopadhyay
6	02.09.2019 Monday	11.30a.m. to 3.00p.m.	<i>Match the expressions of the day, Oxymoron's, Palindromes. Crosswords, reading for gist, reading for details, Class Assignments.</i>	Dr. Jay Sankar Basu
7	04.09.2019 Monday	11.30a.m. to 3.00p.m.	<i>Reading & Discussions, Reading & Vocabulary, Interactive multiple choice Test. To practice Reading Professional texts. What is the article about? Answering questing from Visuals, Skim reading. Reading & Vocabulary, Case Study.</i>	Dr. Jay Sankar Basu
	09.09.2019 Monday	11.30a.m. to 3.00p.m.	<i>Answering questing from Visuals, Skim reading. Reading & Vocabulary, Case Study.</i>	Dr. Sumana Bandyopadhyay

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8	11.09.2019 Wednesday	11.30a.m. to 3.00p.m.	Writing Business letter/E-mail, writing practice activities. Writing memos, Circulars & Notice.	Dr. Sumana Bandyopadhyay
8	16.09.2019 Monday	11.30a.m. to 3.00p.m.	Report writing, Applying for job with CV/Bio-Data, Class Assignments.	Dr. Jay Sankar Basu
9	18.09.2019 Wednesday	11.30a.m. to 3.00p.m.	Writing for Professional Communication. Do's & Don'ts in job interview.	Dr. Jay Sankar Basu
	23.09.2019 Monday	11.30a.m. to 3.00p.m.	Internet search and Writing practice activities. Brainstorming & Clustering, Writing an Introduction. Writing paragraphs, writing Conclusions.	Dr. Sumana Bandyopadhyay
10	25.09.2019 Monday	11.30a.m. to 3.00p.m.	Writing practice activities, note making & Summarizing. Informal & formal Communication.	Dr. Sumana Bandyopadhyay

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10	30.09.2019 Wednesday		<i>Basic of writing Skills. Writing an Essay on internet search. Rewriting parts of an Essay.</i>	Dr. Jay Sankar Basu
11	21.09.2019 Wednesday	11.30a.m.to 3.00p.m.	<i>Term End Paper - I</i>	Dr. Sumana Bandyopadhyay
	23.10.2019 Monday	11.30a.m.to 3.00p.m.	<i>Term End Paper - 2</i>	Dr. Jay Sankar Basu

Jay Sankar Basu
Course Co-ordinator 17-07-19

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