

VALUE ADDED COURSE
Cambridge Lingua Skills
COURSE CODE – 24CSS140

1. Course Description

Course Overview

This course has been designed to prepare the students to learn the language required for business communication and to take Linguaskill examination conducted by the University of Cambridge. Business communication differs from ordinary communication and requires more formal language, such as vocabulary, advanced grammar, ability to understand different cultural backgrounds of people and neutral intonation. Therefore, this course is prepared to cater the needs of students in developing their four skills of business communication and move a step ahead towards professional development. This course is offered in continuation to the English for Skill Enhancement taught during the first semester. It focuses on receptive and productive skills. The classes will be conducted rigorously by focusing on all the sub skills of Language i.e., Listening, Reading, Speaking and writing.

Course Pre/co-requisites

This course has no specific prerequisite and co-requisite.

2. Course Outcomes (COs)

After the completion of the course, the student will be able to:

1. To build an awareness in correct usage of grammar and vocabulary to enhance business communication skills.
2. To develop effective strategies to strengthen listening skills for better business communication.
3. To apply correct vocabulary for effectiveness in spoken communication.
4. To provide constructive guidance to augment reading skills for proficiency in business communication
5. To construct effective business writing skills to persuade the clientele and excel in the business world

3. COURSE SYLLABUS

Theory

Grammar & Vocabulary: Tenses, Imperatives, relative clauses, passive and active voice, reported speech and If conditionals Countable and Uncountable nouns, noun phrases, Adjective forms, articles, Prepositions. Business Vocabulary and Phrases related to business context. Acronyms for job titles and Job descriptions, Phrases expressing enthusiasm and Collocations.

Listening: Listen for and noting specific information, identify topic, context, function, etc.

Speaking: Interview questions about themselves, reading practice, mini presentation, Picture reading, and expressing opinions and point of views.

Reading: Scanning: Identifying Specific Information, reading for gist, understanding text structure; Business Vocabulary Comprehension: words, phrases, and idioms in business context; Understanding sentence structure and identifying errors.

Writing: Writing official messages, Memo and Emails: Giving Instructions, comments, requesting information, Agreeing to requests; Business correspondence: Short report and Proposal.

NOTE: This syllabus has been taken from Linguaskill, Cambridge University Press.

4. Tools Required

1. Computers with Internet
2. Audio Visual Equipment
3. Headphones

Total- 30 Hours

5. Books and Materials

Text Books:

1. Jack C. Richards. Cambridge Fifth Edition Interchange (with CD), 5nd Edition, Cambridge University Press, 2021.

Reference Books:

1. Whitby, Norman. Cambridge English Business Benchmark- Upper Intermediate. Cambridge University Press. 2014.
 2. Cambridge BEC resource (Web): Cambridge English Exams IELTS Resources
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