

FAZLANI AISHABAI & HAJI ABDUL LATIF CHARITABLE TRUST'S



AISHABAI COLLEGE OF EDUCATION

ORGANIZES

# Basic Language Skills Enhancement Program



Date

5th April 2022  
to  
25th April 2022

Venue

MPH

RESOURCE PERSON

PROF. ASHA K

PRINCIPAL

HARSHA MERCHANT

# BASIC LANGUAGE SKILLS ENHANCEMENT PROGRAM

## **Course Duration:**

33 Hours

## **Course Overview:**

This 30-hour Basic Language Skills Enhancement Program is designed to provide participants with essential language skills that enhance communication in both personal and professional contexts. The course covers fundamental areas such as grammar, vocabulary, reading, writing, listening, and speaking, with an emphasis on practical application. By the end of the course, participants will have improved their ability to express themselves clearly and confidently in everyday situations.

## **Target Audience:**

- Individuals looking to improve their basic language skills for personal or professional purposes.
- Beginners and intermediate learners who need to strengthen their foundation in language.

## **Learning Objectives:**

- Develop a solid understanding of basic grammar rules.
- Enhance vocabulary for everyday use.
- Improve reading comprehension and writing abilities.
- Build listening and speaking skills for effective communication.
- Apply language skills in real-world scenarios.

## **Course Outline:**

### ***Module 1: Introduction to Language Skills (2 hours)***

- Importance of language skills in daily life and career.
- Overview of the four core language skills: listening, speaking, reading, and writing.
- Setting personal language learning goals.

### ***Module 2: Grammar Foundations (6 hours)***

- **Parts of Speech:** Nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections.
- **Sentence Structure:** Simple, compound, and complex sentences.
- **Tenses and Verb Conjugation:** Present, past, and future tenses.
- **Common Grammar Mistakes:** Avoiding common errors in everyday communication.

### ***Module 3: Vocabulary Building (4 hours)***

- **Everyday Vocabulary:** Expanding vocabulary for common topics (e.g., food, travel, work, family).
- **Word Formation:** Prefixes, suffixes, and root words.
- **Synonyms and Antonyms:** Enhancing vocabulary depth.
- **Contextual Usage:** Understanding how to use words appropriately in context.

### ***Module 4: Reading Comprehension (4 hours)***

- **Reading Strategies:** Skimming, scanning, and detailed reading.
- **Understanding Texts:** Identifying main ideas, supporting details, and making inferences.
- **Reading Practice:** Engaging with a variety of texts (articles, stories, reports).

### ***Module 5: Writing Skills (6 hours)***

- **Sentence and Paragraph Writing:** Constructing clear and coherent sentences and paragraphs.

- **Email and Letter Writing:** Writing formal and informal correspondence.
- **Creative Writing:** Basic storytelling techniques.
- **Editing and Proofreading:** Techniques for reviewing and improving written work.

#### *Module 6: Listening Skills (4 hours)*

- **Active Listening:** Techniques for better understanding and retaining spoken information.
- **Listening Comprehension:** Practice with different types of audio materials (conversations, speeches, instructions).
- **Note-taking:** Effective methods for taking notes while listening.

#### *Module 7: Speaking Skills (4 hours)*

- **Pronunciation Practice:** Improving clarity and accuracy in speech.
- **Conversational Skills:** Engaging in everyday conversations and small talk.
- **Public Speaking:** Basics of giving short speeches and presentations.
- **Role-playing:** Practicing real-life scenarios to boost confidence.

#### *Module 8: Application of Language Skills (3 hours)*

- **Real-world Scenarios:** Applying skills in simulated situations (e.g., job interviews, customer service, networking events).
- **Group Discussions:** Engaging in group conversations to practice and refine skills.
- **Feedback and Assessment:** Providing constructive feedback and self-assessment of progress.

#### **Teaching Methods:**

- **Interactive Lectures:** To introduce and explain key concepts.
- **Practical Exercises:** Hands-on activities to practice skills.
- **Group Discussions:** Peer-to-peer learning through conversation and feedback.
- **Role-playing:** Simulating real-world scenarios to build confidence.
- **Multimedia Resources:** Using audio and visual aids to enhance learning.

**Assessment:**

- **Continuous Assessment:** Regular quizzes and practical exercises to gauge understanding.
- **Final Project:** A short presentation or written assignment demonstrating the application of language skills.
- **Participation:** Active participation in discussions and role-plays.

**Materials Provided:**

- Course handbook with grammar rules, vocabulary lists, and writing tips.
- Access to online resources for further practice (e.g., reading materials, audio files).
- Worksheets for in-class exercises and homework assignments.

**Certificate of Completion:**

Participants who successfully complete the course requirements will receive a certificate of completion, indicating their improved proficiency in basic language skills.