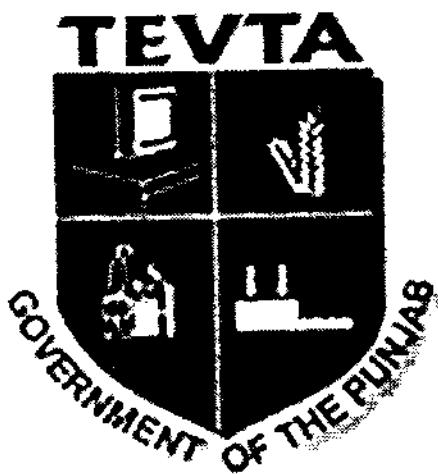


GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY

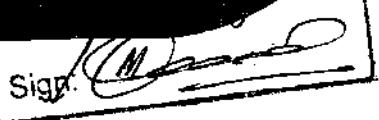


CURRICULUM FOR
SPOKEN ENGLISH
(3 – Month Course)
January, 2015

CURRICULUM SECTION
ACADEMICS DEPARTMENT

96-H, GULBERG-II, LAHORE
Ph # 042-99263055--9, 99263064
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APPROVED

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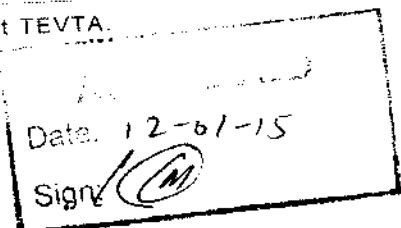
TRAINING OBJECTIVES

There has been an unprecedented proliferation of Institutes teaching spoken English since the last decade. No wonder, millions of learners have been enrolling themselves for one or more of these courses over the years. The phenomenon forebodes a great demand for acquiring mastery over spoken form of the language. The ability and aptness to articulate fluently and accurately is as such rightly considered a passport to success.

Keeping in view this indomitable urge to learn spoken English, TEVTA academic wing has taken the initiative by setting forth a committee of experts to promote a curriculum structure regarding spoken English. The fact remains that English is spoken and understood in the educated circles everywhere. It continues to be the official medium at par with the national language---Urdu. In Pakistan it is also the language in which questions in exams are framed. In this context, the committee has devised the following set of rules to achieve this end.

CURRICULUM SALIENTS

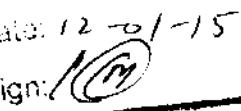
Name of the course	Spoken English
Entry level	Matriculation
Duration of course	3—Months
Contact hours/ week	25 hours per week
Total contact hours	300 hours in 3-months
Training methodology	70% practical 30% theory
Medium of instruction	English



CURRICULUM DELIVERY STRUCTURE

	Curriculum Delivery	Revision / Test	Total
Week			
	1-12	13	13
	12	1	13

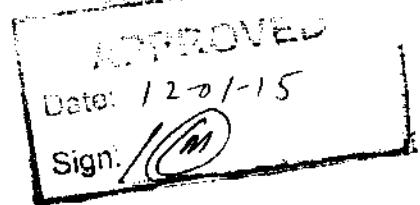
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Date: 12-01-15
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SKILL PROFICIENCY DETAILS

On the successful completion of this course, the trainee should be able:-

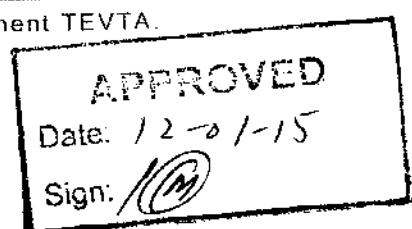
1. To use language to express his ideas and emotions
2. To speak in the kind of environment of language used in everyday conversations and situations.
3. To present spoken form of language in a context as natural as possible.
4. To develop competence in the spoken English.
5. To construct complete and meaningful sentences.
6. To speak on suggested topics whenever and where necessary.
7. To comprehend the receptive as well as productive skill of the English language effectively.
8. To use language as an effective tool of communication.



KNOWLEDGE PROFICIENCY DETAILS

On the successful completion of this course, the trainee should have attained:-

1. Knowledge of elementary level vocabulary.
2. Knowledge of everyday conversations and language expressions.
3. Knowledge of colloquial expressions for social interactions.
4. Knowledge to use language in a context as natural as possible.
5. Knowledge to react to and take part in the issues, situations and problems that occur in routine situations.
6. Knowledge of handling real language that is most closely restricted by structural control.
7. Knowledge of everyday vocabulary.
8. Knowledge of receptive as well as productive skills of language.

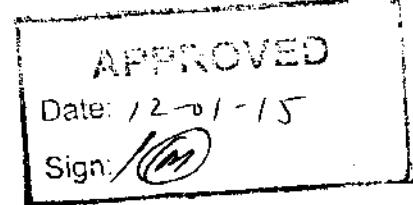


SCHEME OF STUDIES

Spoken English
(3-Months course)

Sr. No.	Subjects	Theory Hrs.	Practice Hrs.	Total Hrs.
1.	Listening skill	18	28	46
2.	Speaking skill	33	87	120
3.	Grammar	26	57	83
4.	Communication Skill	13	27	40
5.	Job applications	6	5	11
	Total	96	204	300

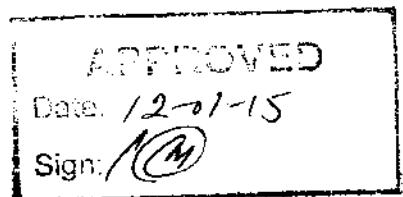
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DETAIL OF COURSE CONTENTS

**Spoken English
(3-Months Course)**

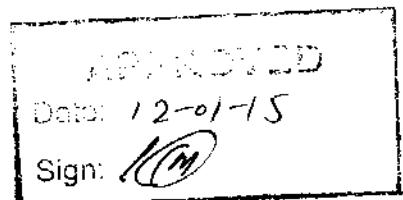
Sr. No	Detail of topics	Theory Hrs.	Practice Hrs.
1.	LISTENING SKILLS 1.1 Listening & hearing (Through Movie/Audio CDs) 1.1.1 Listening vowel 1.1.2 Listening consonants 1.2 Listening sounds 1.2.1 Listening words 1.2.2 Listening phrases 1.2.3 Listening social expressions 1.2.4 Listening colloquial expressions 1.2.5 Listening simple sentences 1.2.6 Listening complex sentences 1.2.7 Message taking 1.2.8 Noting details 1.2.9 Summarizing details	1 1 1 3 2 2 1 2 2 1 1 1	3 2 2 3 2 2 3 2 2 3 2 2
2.	SPEAKING SKILL 2.1 Everyday vocabulary 2.1.1 Vocabulary building	3	10



Spoken English 3-Months

	2.1.2 Common words & phrases		
2.2	Social expressions (Activity)	3	10
	2.3.1.1 Greetings		
	2.3.1.2 Introductions		
2.3	Situational speaking (Activity)		
	2.4.1 Self introduction	6	10
	2.4.2 Cross questioning		
	2.4.3 Group introduction		
2.4	Social interactions (Activity)	3	10
	2.4.1 Talking to friends		
	2.4.2 Classroom interaction		
	2.4.3 Student teacher interaction		
2.5	Dialogues (Activity)	3	12
	2.5.1 Understanding speakers		
	2.5.2 Identifying expressions		
	2.5.3 Feed back		
2.6	Interviews Skill (Activity)	2	12
	2.6.1 Pre requisites of interviews		
	2.6.2 Job interview		
2.7	Extempore speech (Activity)	3	10
	2.7.1 Speaking on given topics		
	2.7.2 Speaking on social issues		
	2.7.3 Speaking about profession / trade		
2.8	Individual/ Group (Activity)	6	8
	2.8.1 Making inquiries		
	2.8.2 Obtaining information		
	2.8.3 Debating (for & against)		

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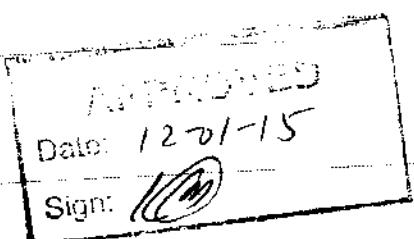
Spoken English 3-Months

	2.8.4 Group discussion on different topics 2.8.5 Argumentative discussions 2.8.6 Discussing current issues 2.9 Class Role plays (Presentations) 2.9.1 Reacting in different situations 2.9.2 Presenting as representative	4	5
3.	Grammar 3.1 Tools & techniques 3.1.1 Parts of speech 3.1.1.1 Usage 3.1.2 Phrasal Verbs 3.1.3 Subject part 3.1.4 Predicate part 3.2 The English verb (Learning) 3.2.1 Time verb 3.2.2 Action verb 3.2.3 Picture makers 3.2.4 Regular verbs 3.2.5 Irregular verbs 3.2.6 Transitive & intransitive 3.2.7 Subject Verb Agreement 3.3 Sentence structure (Learning) 3.3.1 Kinds of sentences 3.3.2 Conversion of sentences 3.3.3 Compound Sentences 3.3.4 Expanding texts 3.4 Idiomatic phrases (Learning)	12 3 6 5	20 12 16 9
4.	COMMUNICATION SKILLS 4.1 Types of Communication	5	10

Date: 12-01-15

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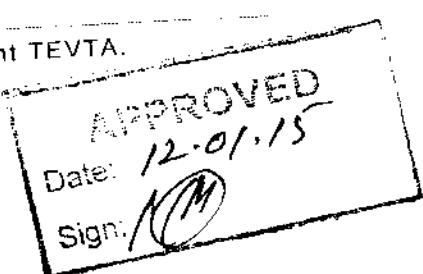
Spoken English 3-Months				
	4.1.2	Formal Communication		
	4.1.3	Informal Communication		
	4.1.4	Vertical Communication		
	4.1.5	Downward Communication		
	4.1.6	Verbal & Non Verbal		
	4.1.7	Horizontal Communication		
	4.2	Writing skill (Activity)	7	14
	4.2.1	Formal letter writing		
	4.2.2	Message taking		
	4.2.3	Invitations		
	4.2.4	Short Report		
	4.2.5	Minutes Taking		
	4.2.6	Telephone Conversation		
	4.2.7	Interpretation of Manuals		
	4.3	Responding to advertisements	1	3
5.	5.1	Job applications (Expressive)		
	5.1.1.	Interview skill	3	2
	5.1.2.	Formal interviews	1	1
	5.1.3.	Informal interviews	1	1
	5.1.4.	Mock interviews for Job		
	5.1.5	CV/Resume Writing	1	1
Total			96	204



LIST OF TOOLS AND EQUIPMENTS
(For a Class of 25 Students)

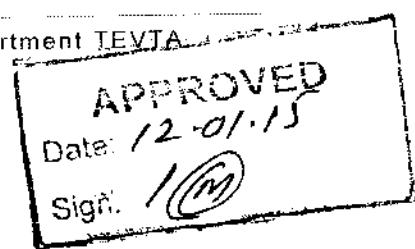
SR. NO.	NOMENCLATURE OF EQUIPMENT / TOOLS	QUANTITY
1.	A Computer with CD drive	1-No
2.	U-shape class room equipped with 25 chairs and desks with headphones	1-No.
3.	Cassette Player	1-No.
4.	A White board for demonstration	1-No.
5.	Flip Chart Stand	1-No.
6.	Multi Media Data Projector with screen	1-No.
7.	USB pen drive (512 MB Kingston) for the trainee	1-No.

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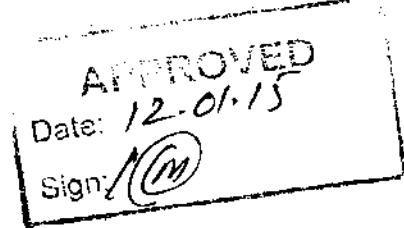
EMPLOYABILITY OF PASS OUTS

1. Front desk worker in any customer services provider
2. Salesman in any marketing company.
3. Public Relation Representative in any NGO or social service organization.
4. A sales/marketing representative.
5. Student co-coordinator or counselor in any education center.
6. A clerk in an English Medium School



MINIMUM QUALIFICATION OF TEACHERS

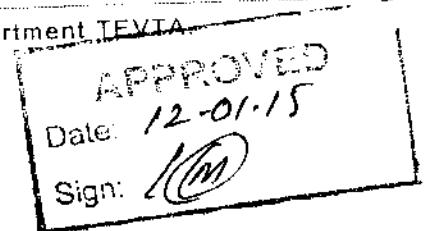
1. Master in English Literature.
2. Strong command over language is a pre-requisite.
3. Have an exposure of at least 1- year of teaching spoken English in any language institute.



RECOMMENDED BOOKS

SR. NO.	BOOK NAME	AUTHOR NAME	PUBLISHER
1.	IELTS Preparation Books	Cambridge University	Cambridge University

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