



Annamalai University
Centre of Advanced Study in Linguistics

Diploma in Soft Skill and Personality Development (Part Time)
Programme Code: LLIN01

Curriculum

(For students admitted from the academic year 2019-2020)

Programme Outcomes

PO1:	Apply the knowledge of language fundamentals and various literatures in society, computers, psychology, cognitive science and medicine.
PO2:	Formulate, solve and analyze complex problems in variety of domains that constitute the core of language and literature knowledge, including familiarity with diverse questions of interest in the areas of (and interfaces between) structures of language and aesthetics of literature.
PO3:	Apply the acquired knowledge for analyzing language and writing in appropriate genres and modes for a variety of purposes and audiences and provide solutions to societal and environmental contexts for problems related to language change, policy and planning.
PO4:	Design and conduct research, analyse and interpret data to provide valid conclusions in the field of literature and in the descriptive as well as applied language studies.
PO5:	Select and apply appropriate modern theories and techniques including cognitive, psychological, biological, cultural, and social factors for language study and research.
PO6:	Gain exposure to attain knowledge and understand interdisciplinary and multidisciplinary linguistic and literary approaches.
PO7:	Acquire professional and intellectual integrity, code of conduct and ethics on communicational practices, understanding responsibilities and norms for sustainable development of society.
PO8:	Interact with the specific linguistic community and with society at large, through critical conversations and prepare, organize, and deliver their work to the public through speaking and writing.
PO9:	Understand the aesthetic and scientific concepts of language and demonstrate the knowledge as a skilled person in teams and multidisciplinary tasks in their profession.
PO10:	Appreciate the need for self-preparation and life-long learning independently in the broadest context of language challenges in the context of multilingualism and globalization.

Programme Specific Outcomes

PSO1:	Develop effective communication skills (spoken & Written)
PSO2:	Become self confident individuals by making inter-personal skills, team management skills and leadership skills.
PSO3:	Develop all personalities with a mature outlook to function effectively in different circumstances and can take part effectively in various selection procedures, adapted by recruiters.

Learning Objectives

- ❖ To enhance the knowledge on speech elements, supra- segmental features, syllabification
- ❖ To study language components such as phonological, morphological, syntactical and semantic components
- ❖ To improve language skills such as listening, speaking, reading, and writing
- ❖ To get exposure on knowledge in communicative skills
- ❖ To develop management skills including personality development

Unit -1 English pronunciation

Elements of speech, speech sounds in English Vowels and Consonants – Phonemes of English – Allophonic variations – Supra – Segmental Features: Word Stress, Sentence stress, Intonation – Received Pronunciation: Standard British Pronunciation (Southern English), Standard Indian Pronunciation – English Syllables – Phonological Word in English Pronunciation Variation and Spelling Variation / (British, American, Indian)

Unit-2: An outline of English grammar

Parts of Speech – Nouns: - Common noun, Proper noun, Concrete noun, Abstract noun, Countable & Uncountable, Collective noun – Verbs: Finite, non finite, transitive, intransitive – Tenses of verbs, present, past, future, forms of finite verbs simple, continuous perfect – pronouns: Personal, possessive, emphatic, reflexive, demonstrative, interrogative, indefinite and relative – Adjectives; quality, quantity, number, demonstrative, interrogative, indefinite and relative – Adjectives: quality, quantity, number, demonstrative, interrogative – degrees of adjectives: positive, comparative, superlative, regular / irregular adjectives, attributive and predicative adjectives – adverbs: manner, place, time, degree, frequency – Prepositions and prepositional Phrases – Conjunctions: co-coordinating, correlative and cohesive devices.

Unit -3 Practice to basic Skills of Language

Listening to lone words, to sentences, to short dialogue, to news report, to lectures – Speaking, self introduction, asking simple questions, narrating an event – Short story, narrating one's life history, related to daily life situation – speech practice (Based on language functions) - Reading short passages, short stories, different columns in the newspaper, E mail, the course materials – Writing letters: Importance of writing, creative writing, importance of style, personal letters, friendly letters, official letters, biography, short instructions (relevant to situations), essay writing, Descriptive & narrating and hints development

Unit-4 – Soft skills

Introduction to soft Skills: Importance of soft skills, Thinking, improving, and Practicing soft skills, Thinking, improving, and practicing soft skills – Art of Writing E Mail Rules like appropriate Salutations, Subject matter, File attachments – Preparing resume: Profile statement, Career history Educational, professional & personal development – Covering letter. Introducing summarizing and concluding paragraph – Group discussion Meaning, Topic based discussion, Techniques to initiate a group discussion – team work: members, Inter group collaboration – communication Skills: Definition and types, Components of communication public speaking – interview Skills: Types, Dress code and interview, Reason for rejection, Types of questions asked, Interview tips – Etiquette and Manners: Benefits of etiquette, Good, Professional and Social manners

Unit.5 Personality Development Skills

Attitude Meaning and type of attitudes, Positive attitude, Building positive attitude, negative attitude, overcoming negative attitude – leadership, leadership qualities, styles, principles & attributes and Environment and relationship. Time Management: Major blocks of time management, tips, principles and secrets of time management, Techniques of setting priorities – Presentation skills: Self esteem and confidence, Survival language, focusing attention, commenting on visuals, Emphasizing the point, Asking for clarification, interpersonal skills – body language: Forms of body language, Voluntary and involuntary body language, Body language in building interpersonal relations, types of body language, interpreting body language.

Text Books:

1. Alex, K. Soft skills, S. Chand and Co. New Delhi, 2009.
2. Daniel Jones, Everyman's English pronouncing Dictionary, ELBS, London,1917.
3. George Yule Explaining English Grammar. Oxford University poem, 1998.
4. Hariharan S et al, soft skills MJP Publishers, Chennai, 2010.
5. Kenworthy Joanne , Teaching English Pronunciation New York Longman Inc. 1987.

Supplementary Readings:

1. Lock, Graham, Functional English grammar – An introduction for second Language Teachers, Cambridge university Press, Cambridge,1996.
2. Pence & Emery, A Grammar of present English, the Macmillan Company, New York 1967.
3. Rajamanaickam.A Everyman's English, New century Book house (p) Ltd, Chennai,2005.
4. Sidney Greenbourn oxford English grammar, Oxford university press, London,1996.
5. Thomson and Martinet A Practical English Grammar, Oxford university press, New Delhi,1960.

Outcome:

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

CO1: To function effectively in different circumstances and can take part effectively in various selection procedures, adapted by recruiters.

CO2: To identify the functions of language elements based on various contexts

CO3: To disambiguate word sense due to its environment

CO4: To develop effective communication skills (spoken & Written)

CO5: To integrate language skills, communicative skill and management skill for enhancing their personality

Outcome Mapping

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	√	√	√	√		√	√			√	√	√	√		√
CO2	√	√		√	√	√		√	√		√		√	√	
CO3	√		√	√	√		√	√	√			√			√
CO4		√		√			√	√		√	√			√	√
CO5	√	√	√		√	√			√	√		√	√	√	√
