

## SF 4.3A: English skills content

This is indicative and minimum. However, a PIA can add additional topics or change the schedule within the overall time period. The schedule has to be in the activity cum lesson plan. Include video and audio based teaching methods to improve content delivery.

| Sl. No. | Topic and sub topic   | Expected outcomes   |
|---------|---|---|
| 1       | <b>Introduction</b><br>Introduction to the course<br>Why learning English is important.<br>Learning basic English sentences.<br>Include parts of speech                                     | Enable the candidate to understand basic English sentences and use it in their daily life. The trainer should first gauge the candidates' level of understanding and teach the candidate accordingly. |
| 2       | <b>Greeting</b><br>Face to face interaction<br>(Formal and informal interaction)  | Enable the candidates to interact by greeting his/her peers, elders and neighbours formally and informally.   |
| 3       | <b>Reading</b><br>Include a list of frequently used English words according to Indian context like Dolch List <sup>1</sup> .<br>Reading Activity like reading simple sentences, paragraphs, | Enable him/her to read and follow basic domain related instruction, and learn basic English sentence formation.   |

<sup>1</sup>The Dolch high frequency list consisting of 220 English words, prepared by Edward William Dolch in 1948, is the commonly used list of words for teaching of English. Details and the list can be sourced from: <http://theschoolbell.com/Links/Dolch/Dolch.html> and <http://bogglesworldesl.com/dolch/lists.htm>.

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|---------|--|---|
|         | poems etc.<br><br>Review<br><br>Evaluation<br><br>Discussion on evaluation   |   |
| 4       | <b>Speaking</b><br><br>Becoming a good communicator.<br><br>Speaking Activity like play a small skit, debate, extempore speech etc.  | Enable him/her to understand and start a basic English conversation or to understand and answer basic queries from the customer in case of BPO & hospitality trade  |
| 5       | <b>Listening</b><br><br>Listening is important<br><br>Listening Activity like paragraph dictation, storytelling, quiz etc.   | The candidate should develop a good listening skill to understand what the other person wants to convey.  |
| 6       | <b>Listening, Speaking, Reading (LSR) Role Play</b><br><br>Practicing LSR 1 and 2<br><br>Role play-banking, restaurant, ticketing, interview<br><br>Review<br><br>Evaluation<br><br>Discussion on evaluation | Enable the candidate to listen, speak and write about any situation in his/her daily life, enable him/her to deposit/withdraw money from the bank, how to order for food and eat in restaurant, book a ticket. Also prepare him/her to face an interview. |

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|---------|---|--|
| 7       | <b>Message Taking/Writing</b><br>Taking down messages<br>Practice message writing   | Enable him/her to read or write emails and text messages   |
| 8       | <b>Social Communication</b><br>Introduction to conversation<br>Conversation between small groups and large groups<br>Interpersonal communication<br>Word Grouping<br>Shopping vocabulary and conversation<br>Complimenting<br>Small talk<br>Crossword<br>Comparatives | Enable him/her to develop good conversation and communication skills in English and ability to use basic English words while speaking. He/she should also be able to communicate about the future workplace. |
| 9       | <b>Form Filling</b><br>Writing application letter<br>Interview Etiquette<br>Filling forms<br>Review<br>Evaluation   | He/she should be able to fill forms, know the basic etiquette for interview and write an application letter. He/she should be able to fill forms related to the core domain.                                 |

# STANDARD FORM OF SOP

| Sl. No. | Topic and sub topic  | Expected outcomes  |
|---------|--|--|
|         | Discussion on evaluation   |  |
| 10      | <b>Final Evaluation and Conclusion</b><br><br>Evaluation<br><br>Discussion on evaluation | At the end of 60 hours session the candidates should be comfortable with basic English conversation and reading or writing simple English sentences. |