

**POST GRADUATE AND RESEARCH DEPARTMENT OF
ENGLISH**

DEVA MATHA COLLEGE KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



SYLLABUS

ADD-ON COURSE

In

Communication Skills and Translation Studies

Academic Year: 2017-18



DEVA MATHA COLLEGE KURAVILANGAD

UGC Aided Add on Courses 2017-2018

- 1. *Foundation Course in Human Rights***
- 2. *Communication Skills and Translation Studies***
- 3. *Certificate Course in Sericulture***

Academic year	: 2017-18
Collaborating agency inside or outside the institute	: UGC
Beneficiaries	: Students of the Department of English
Name of the coordinator/coordinators	: Subin Varghese

Objectives of the Course:

The main objectives of the course are as follows:-

- To enable the student to eradicate grammatical errors in speech and writing.
- To enable the student to acquire phonetic skill.
- To teach them the mechanics of writing.
- To introduce different social situations and develop conversational skills.
- To introduce Translation concepts for practice and applications.

Module I - Oral communication (4 credits)

Body Language - Delivery Skill - Voice Modulation - Strategies to Communicate Ideas Effectively- Mock Interview – Debates - Telephone Skills

Module II – Media and Translation (4 Credits)

What is the Media? Role of Translation in the Media – Print Media – Electronic Media – Relation with Translation.

Module III– Practical Translation (4 Credits)

Source & Target Languages - Problem of Translating one from one language to another - From Hindi / Malayalam to English & vice versa - Use of dictionary – Hindi / Malayalam and English

Module IV– Project (8 credits)

Outcomes:

- The student will be able to avoid grammatical errors in speech and writing.
- The student can acquire phonetic skills and understand techniques of writing
- The student can understand concepts of conversational skills and Translation mechanisms for practice and applications.

Grade Scheme

Range of GPA	Grade	Remark
90 and above	A+	Outstanding
80 – 90	A	Excellent
70 – 80	B+	Very Good
60 – 70	B	Good
40 – 60	C	Satisfactory
Below 40	D	Failed

Overall performance at the end of the course shall be indicated by the Grade Point Average (GPA) which is calculated as follows $GPA = \text{Total Grade Point} / \text{Total Credits}$.



Anni Mathew

*Principal
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