

# ESSENTIALS OF LANGUAGE AND COMMUNICATION

## Objectives

- *enable* students to build a repertoire of functional vocabulary and to move from the lexical level to the syntactic level
- *train* students to summon words, phrases relevant to the immediate communication tasks
- *enable* students to comprehend the concept of communication
- *teach* students the four basic communication skills – Listening, Speaking, Reading and Writing

**UNIT 1:** Recap of language skills – vocabulary, phrase, clause, sentence

**UNIT 2:** Fluency Building – word match, reading aloud, recognition of attributes, parts of speech in Listening and reading, listening – reading comprehension

**UNIT 3:** Principles of Communication – Communication as coding and decoding – signs and symbols – verbal and non-verbal symbols – Language AND communication; language VS communication – media/channels for communication

**UNIT 4:** Types of Communication- functional, situational, verbal and non-verbal, interpersonal, group, interactive, public, mass line, dyadic – with illustrations

**UNIT 5:** LSRW in Communication – Listening – active vs passive (Talk less, listen more); Speaking – Speech vs enunciation (mind your tone); Reading –Focus on the structure not on the theme alone; Writing – Precise, not only précis writing

## Practical's:

**Units 1 and 2 :** Record Book

**Units 3 and 4 :**Scrap Book

**Unit 5:** Group Games/Activities

## LANGUAGE AND COMMUNICATION – ADVANCED LEVEL

### Objectives

- *enable* students to convert the conceptual understanding of communication into everyday practice
- *train* students to ground concepts/ideas in their own experience
- *create* a learner-language interface enabling students to exercise control over language use
- *sensitize* students to the nuances of the four basic communication skills – Listening, Speaking, Reading and Writing

**UNIT I:** Twinning Functions of Listening and Speaking – Recap of active and passive listening exercises – Analytical listening – syllable/word stress: clear enunciation – Qualities of a good listener and a good speaker.

**UNIT II:** Twinning Functions of Reading and Writing – Discriminatory reader thoughtful writer – Spotting, correcting errors; critique – Skimming, scanning, structuring – language, tone, ordering, etiquette and perspective.

**UNIT III:** Individual Communication – Self advertising – Over stating and under stating – Overcoming shyness – Writing curriculum vitae, Statement of Purpose – Talking about oneself; interview.

**UNIT IV:** Intermediary Communication – Overcoming mental blocks, prejudices and hotspots of the addressee – telephone, teleconferencing, web chat – greeting, introducing – memos, reports, minutes, business correspondence.

**UNIT V:** Social Communication – Etiquette in LSRW – polite yet assertive, tackling questions, seeking permission, expressing gratitude – gender fair language – discourse and transactional analysis – empathy.

### Practical's:

**Unit 1:** Listening Comprehension using audio programmes + Creating audio files for speaking.

**Unit 2:** n class and take home exercises

**Unit 3: and Unit 4:** Group games and role play

**Unit 5:** Create archives from different media for LSRW

# ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS

## Objectives

- *train* students to become aware of their thinking styles and to enable them to convert thinking into performance
- *prepare* students to evolve mental models for intra-personal and inter-personal transactions
- *make* students reflect and improve their use of body language – posture, gesture, facial expression, tone

**UNIT I:** Thinking and Articulation – cognitive, affect, critical, creative aspects of articulation – recap of word and thought match exercises – common confusables; active and passive voice; phrasal verbs and prepositional verbs.

**UNIT II:** Acquisition of Oral and Aural Skills – introduction to vowel and consonant sounds; introduction to syllable stress; noun stress; voiced and voiceless sounds; diphthongs; rate of speech.

**UNIT III:** Communication Boosters – aura words; body language – voice, posture and gesture; eye contact; dress codes; verbal crutches; pronunciation – contextualization – creating and understanding contexts

**UNIT IV:** Function of Cultural Codes in Presentation – Planning, preparing and delivering a presentation etiquette; clarity; lively delivery – Speech generation; speech rhythm; speech initiators.

**UNIT V:** Models of Presentation – Impromptu speech – tackling hesitation, shyness and nervousness in speaking – Public speaking, academic and professional presentations – Group discussions – facilitators and impediments.

Practical's:

Unit 1: Fish bowl, just a minute and dumb charade games

Unit 2: Audio files and listening to audio cassettes

Unit 3: Video files and watching clippings and analyzing communication boosters

Unit 4: Case studies; record book

Unit 5: Student presentation individually and in groups

## **SPOKEN AND PRESENTATION SKILLS – ADVANCED LEVEL**

### **Objectives**

- *coach* students to identify, classify and apply relevant skill sets
- *illustrate* role of skills in real-life work situations with case studies, role play, etc.
- *translate* performance of skills into efficient habits
- *enable* students to perceive cultural codes involved in presentation and design language performance accordingly

**UNIT I:** General Language Knowledge and Presentation – STAR strategy – MOM plan

**UNIT II:** Special Language Knowledge and Presentation –tone, humor, poise – listener/speaker sensitivity and articulation.

**UNIT III:** General Communication Skills for Presentation – content matching and language matching for specific audience – etiquette, clarity – delivery – use and abuse of hi-tech aids.

**UNIT IV:** Professional Communication Skills for Presentation – technical presentations – too much or too little use of technology – Turn taking – Effective not offensive or defensive handling of questions

**UNIT V:** Social Communication Skills for Presentation – socializing – ice breakers; small talk – dialogue, debate, discussion – selling, advertising and persuading – overcoming shyness, hesitation – understanding cultural codes.

### **Practical's:**

**Unit 1:** Case Studies

**Units 2,3,4 and 5 :** Role play and record work – combination of print, audio and video, where possible.

# **PERSONALITY ENRICHMENT: LEVEL I**

## ***OBJECTIVES***

1. To make students understand the concept and components of personality, thereby to apply the acquired knowledge to themselves and to march towards excellence in their respective academic careers.
2. To enable students to keep themselves abreast of general knowledge and current information.
3. To bring out creativity and other latent talents with proper goal setting so that self-esteem gets enhanced.
4. To sharpen memory skills and other study skills, which are vital for academic excellence.
5. To give training for positive thinking which will keep the students in a good stead at the time of crisis?

## **Unit I- Introduction**

- Definition of Personality
- Determinants of Personality- biological, psychological and socio- cultural factors.
- Misconceptions and clarifications
- Need for personality development

## ***Unit II- Self-Awareness and Self Motivation***

- Self analysis through SWOT and Johari window
- Elements of motivation
- Seven rules of motivation
- Techniques and strategies for self motivation
- Motivation checklist and Goal setting based on principle of SMART
- Self motivation and life
- Importance of self-esteem and enhancement of self-esteem.

### ***Unit III- Memory and study skills***

- Definition and importance of memory
- Causes of forgetting
- How to forget (thought stopping), how to remember (techniques for improving memory)
- The technique of passing exams-management of examination fear.

### ***Unit IV- Power of positive thinking***

- Nurturing creativity, decision-making and problem solving.
- Thinking power- seven steps for dealing with doubt
- Traits of positive thinkers and high achievers
- Goals and techniques for positive thinking
- Enhancement of concentration through positive thinking
- Practicing a positive life style.

### ***Unit V- General knowledge and current affairs***

- Regional, national and international events
- Geographical, political and historical facts
- Information on sports and other recreational activities
- Basic knowledge with regard to health and health promotion

### ***PRACTICAL TRAINING***

The course would include the following practical exercises.

Ice- breaking. Brainstorming and simulation exercises. Thought stopping. Memory and study skills training

## **LEVEL II: LIFE AND MANAGERIAL SKILLS**

### ***OBJECTIVES***

- To help students understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management  
To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

### ***Unit I- Stress Management***

- Definitions and manifestations of stress
- Stress coping ability and stress inoculation training
- Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger
- Dealing with crisis and disasters.

### ***Unit II- Social Skills and Conflict Management Skills***

- Component of Social Skills, effective ways of dealing with people.
- Types of conflict (intrapersonal, intra group and inter group conflicts)
- Basic concepts, cues, signals, symbols and secrets of body language
- Significance of body language in communication and assertiveness training
- Conflict stimulation and conflict resolution techniques for effective conflict management

### ***Unit III- Interpersonal Skills***

- Concept of team in work situation, promotion of team spirit, characteristics of team player.

- Awareness of ones own leadership style and performance.
- Nurturing leadership qualities.
- Emotional intelligence and leadership effectiveness- self awareness, self management, self motivation, empathy and social skills
- Negotiation skills- preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation

#### ***Unit IV- Time Management***

- Time wasters- Procrastination
- Time management personality profile
- Time management tips and strategies
- Advantages of time management

#### ***Unit V- Towards Empowerment***

- Stimulating innovation and change- coping with “temporariness”
- Network culture
- Power tactics and power in groups (coalitions)
- Managerial empowerment and entrepreneurship
- Prevention of moral dwarfism – Moral and social code of conduct, ethics and other values, social concerns.
- Altruism (pro-social behavior/ helping behavior)
- Spirituality (clarifications with regard to spirituality)- strong sense of purpose- trust and respect- humanistic practices- toleration of fellow human beings expressions.

#### ***PRACTICAL TRAINING***

Relaxation exercises- Western (Autogenic Relaxation) and Indian techniques (Shavasana)

Role- play, Social skills workshop

Transactional Analysis



## COMPUTING SKILLS - BASIC

**Objective:** The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like Ms word, MS Excel, Ms Access, Power point etc., at two levels based on their knowledge and exposure. It provides essential skills for the user to get adapted to any work environment, as most of the systems in any workplace have Ms Office installed for their day to day activities. The course is highly practice oriented rather than regular class room teaching

**Pre-requisite:** NIL

**Unit I :** *Introduction to Computers* – Classification of computers; Role of Computers in society; Inside Computers – Hardware (processing, memory, i/o, storage), Software(systems, application), CPU, OS (DOS, Windows, Unix, Linux), Storage devices; Programming – Overview, need for languages, skills; Networking Basics; Virus; Hacking

**Unit II :** *Word Processing* – Open, Save and close word document; Editing text- tools, formatting, bullets; Spell Checker; Navigating in word – keyword, Mouse; document formatting- paragraph alignment, indentation, headers and footers, numbering; printing- preview, options

**Unit III :** *File Management* - Understanding the importance file management, backing of files, Navigating thru My Computer and Windows Explorer; Files and Folders – editing, retrieving, deleting, renaming , subfolders – manipulate windows – maximize, minimize; Power point basics – terminology, templates, viewing.

**Unit IV :** *Spreadsheets* – MS Excel – opening, entering text and data, formatting, navigating; Formulas – entering, handling and copying; Charts –creating, formatting and printing, header and footer, centering data, printing

**Unit V :** *Networks* – Internet Explorer- components; www – working, browsing, searching, saving – Bookmark – favorite, create, delete – Printing a web page; email- creating, receiving, reading and sending messages

Note : *Unit II to Unit V needs exposure thru Practicals*

**Examination:** 1. Internal assessment could be based on Theory and/or practicals  
2. End semester is based on Practicals

## COMPUTING SKILLS - ADVANCED

**Objective:** The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like Ms word, MS Excel, Ms Access, Power point etc., at two levels based on their knowledge and exposure. It provides essential skills for the user to get adapted to any work environment, as most of the systems in any workplace have Ms Office installed for their day to day activities. The course is highly practice oriented rather than regular class room teaching

**Pre-requisite** – Pass in level B are an equivalent course

**Unit I** : *Word Processing* - Formatting – paragraph and character styles, templates and wizards, table and contents and indexes, cross referencing ; Tables and columns – creating manipulating and formatting; Mail Merge, Labels and Envelopes

**Unit II** : *Spreadsheets* - Workbook- Building, modifying, navigating; Worksheet – Auto fill, copying and moving cells , inserting and deleting rows, printing; Formulas and functions- Troubleshooting formulas, Functions and its forms like database, financial, logical, reference, mathematical and statistical – Databases- creating, sorting, filtering and linking

**Unit III** : *Presentations* – Power point – exploring, creating and editing slides, inserting tables and charts – Special effects – Clip Art, creating and drawing shapes, inserting multimedia content – Presentations – planning, animation, handouts, slideshow

**Unit IV** : *Databases* – Access- Components, creating a database and project, import and exporting, customizing; Tables – creating and setting fields; Queries – types, creating, wizards – Reports – creating and layout

**Unit V** : *Information management* – Outlook – starting , closing, contacts, tool bars, file management; email - reading, composing, responding, attachments, signature, junk mail; tasks – screen, sorting , creating , deleting , assigning , updating; scheduling – calendar

Note: All Units needs an approach through practical exposure

**Examination:** 1. Internal could be based on theory and/or Practical's  
2. External examination is based on practical's

# **FRENCH FOR BEGINNERS I**

**PREREQUISITES:** Complete beginners with no prior knowledge of the language.

**OBJECTIVES:** At a time when the knowledge of a foreign language has become an indispensable tool, this course in French will give an opportunity for students of other disciplines to get a basic knowledge of a widely used European language. The course is based on a minimum vocabulary necessary and sufficient to develop elementary language skills in French.

## **Course content:**

### **UNIT I**

- Alphabets and numbers
- Simple Grammar: Basics of French conversation (To greet a person, Introducing oneself, Asking basic information)

### **UNIT II**

- Simple Grammar: Name and locate objects, colours and simple description of people.

### **UNIT III**

- Simple Grammar: Asking for directions, Giving suggestions.

### **UNIT IV**

- Simple Grammar: Indicate date and time. Asking and giving information on one's profession and activities.

### **UNIT V**

- Simple Grammar: Use of past tense. Narrating past events. Giving one's opinion.

## **FRENCH FOR BEGINNERS II**

**PREREQUISITES:** Basic knowledge of French Language (Certificate or its equivalent).

**OBJECTIVES:** A continuous study embarked as in the earlier course, this course in French will give an opportunity to students of other disciplines to get a basic knowledge of a widely used European language. The course is based on a minimum vocabulary necessary and sufficient to develop elementary language skills in French.

### **COURSE CONTENT:**

#### **UNIT I**

- Express one's opinion or objection. Reply to an enquiry (E.g. Job application).  
E-mails. Accept or refuse a proposal.

#### **UNIT II**

- Speak of one's hobbies and holidays.

#### **UNIT III**

- Speak of one's childhood, current events.

#### **UNIT IV**

- Speak of the weather. Speak of one's future plans.

#### **UNIT V**

- French civilization: Culture, Food, Fashion, Daily life and Tourism.

# **GERMAN FOR BEGINNERS I**

**PREREQUISITES:** Complete beginners with no prior knowledge of the language.

**OBJECTIVES:** The course in German will give an opportunity for students of other disciplines to acquire basic linguistic skills and a working knowledge of a widely used foreign language. The course is based on a minimum vocabulary necessary and sufficient to develop elementary language skills in German.

## **COURSE CONTENT:**

### **UNIT I**

- Alphabets and numbers (1 - 20)
- Simple Grammar: Articles (Definite, Indefinite, Negative), Nouns, Gender; Singular and plural. Conjugation of the auxiliary verb "To be" "Sein"
- Contextual Vocabulary and Dialogue: Greeting, Self Introduction, Simple questions.
- Hard Facts of Germany: (i) Fall of Berlin Wall (ii) Unification of Germany

### **UNIT II**

- Numbers (20 – 100)
- Simple Grammar: Conjugation of verbs, pronouns (personal and interrogative), Present tense, Imperative tense, auxiliary verb "To have", "Haben", Nominative and accusative cases.
- Contextual Vocabulary and Dialogue: At the Railway Station, Airport.
- Hard Facts of Germany: Education System.

### **UNIT III**

- Simple Grammar: Modal verbs, Past and perfect tenses, Dative case.
- Contextual Vocabulary and Dialogue: Reading the time, days, months and year
- Hard Facts of Germany: Universities in Germany.

### **UNIT IV**

- Simple Grammar: Irregular verbs, Reflexive pronouns, Possessive pronouns
- Contextual Vocabulary and Dialogue: Daily life, Meals, How to place an order in a restaurant.
- Hard Facts of Germany: Germany and the European Union.

### **UNIT V**

- Simple Grammar: Separable and inseparable verbs, Revision of Grammar learn so far
- Contextual Vocabulary and Dialogue: Idiomatic expressions, One's family and background.
- Hard Facts of Germany: Presentation of topics on German Civilization discussed earlier.

## **GERMAN FOR BEGINNERS II**

**PREREQUISITES:** Basic knowledge of German Language (Certificate or its equivalent).

**OBJECTIVES:** A continuation of the study of the German Language done in the previous semester will give an opportunity for students of other disciplines to acquire basic linguistic skills and a working knowledge of a widely used foreign language. The course is based on a minimum vocabulary necessary and sufficient to develop elementary language skills in German. It will help the students gain access to another culture and civilization.

### **COURSE CONTENT:**

#### **UNIT I**

- Grammar: Subordinate Clauses, Comparison of adjectives.
- Contextual Vocabulary and Dialogue: Skills in reading.

#### **UNIT II**

- Grammar: Relative Sentences, Future tense.
- Contextual Vocabulary and Dialogue: Speaking skills.

#### **UNIT III**

- Grammar: Adjective declension, Verbs with propositional objects. Oral and written comprehension.
- Contextual Vocabulary and Dialogue: Hobbies and holidays.

#### **UNIT IV**

- Contextual Vocabulary and Dialogue: E-mail – Reading and writing, How to apply for admission, How to reply to an enquiry.

#### **UNIT V**

- Recap of Grammar, vocabulary, reading and writing skills learnt so far.

# ITALIAN FOR BEGINNERS I

**PREREQUISITES:** complete beginners

**OBJECTIVES:** This course in Italian will give an opportunity for others disciplines to acquire basic linguistic skills and a working knowledge of a widely used European language.

## COURSE CONTENT:

### UNIT 1

- Alphabet
- Introducing oneself
- Pronunciation
- Nouns, gender of the nouns
- Singular and plural of the nouns
- Civilization – Italia : Geography

### UNIT 2

- Articles: definite and indefinite
- Subject pronouns
- Number (1~100)
- Name of months and day
- Civilization – Italia : Organization of the state

### UNIT 3

- Present indicative of the two auxiliaries: Essere – Avere
- C'e'/ Ci sono/dov'e'/dove sono
- Adjectives
- The interrogative adjectives and pronouns (quanto? quale?)
- Nationalities
- Idiomatic expressions with "Avere" (avere fame...)
- Civilization – Roma – The Eternal city

## **UNIT 4**

- Present indicative of the three conjugations (ARE-ERE-IRE)
- Negation
- Interrogative sentences
- Present indicative of a few common irregular verbs
- Present indicative of "andare" and "venire"
- Possession (di/ di chi)
- Civilization - Citta dd vaticano - The Vatican city

## **UNIT 5**

- The partitive ( dei/delle/del)
- Prepositions and their combination with the articles
- Possessive adjectives and pronouns
- Use of prepositions with "andare" and "venire"
- Present indicative of the verbs. Volere – Potere – Dovere
- Asking and expressing time
- Family vocabulary (family relations)
- Civilization – Repubblica di San Marino and Florence the cradle of Art.



# ITALIAN FOR BEGINNERS II

**PREREQUISITE:** basic knowledge of Italian language;  
Certificate or equivalent

**OBJECTIVES:** A continuation the study of the Italian Language embarked in the earlier semester that will help student gain access to another culture and civilization.

## COURSE CONTENT:

### UNIT 1

- Reflexive form
- The verb "piacere"
- The seasons of the year
- Idiomatic expressions with "fare"
- Use of the verbs "dare", "stare", to stay, "sapere" - to know
- Civilization – Assisi and San Francesco

### UNIT 2

- Past participle
- Passato prossimo ( the present perfect)
- Adverbs of time and place (qui/la'/ci/vi)
- Expressions regarding time
- Civilization – Perugia – The ancient city

### UNIT 3

- Semi auxiliary verbs with dependent infinitive
- Demonstrative adjective and demonstrative pronouns
- Negative words such as "mai/niente/nulla/etc"
- The weather
- Civilization – I pasti italiani – Italian food

## **UNIT4**

- Futuro (the future indicative)
- Idiomatic use of future indicative
- Futuro anteriore (the future perfect)
- Civilization – Industrie dell `Italia – Italian Industries.

## **UNIT 5**

- Partitive
- Direct object pronouns (unstressed and stressed forms)
- The conjunctive pronoun "ne"
- Verbs followed by an infinitive without a preposition
- Civilization – Sport e Tempo libero – Sports and leisure

# **KOREAN FOR BEGINNERS I**

**PREREQUISITES:** complete beginners with no prior knowledge of the language

**OBJECTIVES:** This course aims at an introduction to the contemporary Korean language, with special emphasis on spoken language. Students will be able to acquire the basic skills to communicate in Korean along with the knowledge of grammar and Korean culture. Upon successful completion of the aim, this course will: 1. Initiate students into understanding of Korean phonetics. 2. Enable them to understand the structure of the Korean language. 3. Get them acquainted with some selected tasks in different situations. 4. Make them improve and extend the communication strategies in the Korean language.

**COURSE CONTENT:** There are 5 units. Each unit contains grammar, vocabulary, every day's situations, phonetics and relevant exercises also.

**UNIT 1** (6hours): Introduction: Greetings and regards

\*Function (task):

- Greetings and self-introduction
- Counting numbers
- Talking about nationality
- Practice greeting a new acquaintance and introducing oneself.
- Introduce oneself to individuals with seniority, showing respect for them.
- Ask a person where he's from: Nationalities
- Practice asking people about their occupations.
- Idiomatic expressions: Who are you?/ What is this?/ Excuse me./ Thank you.....
- Elementary knowledge of the Korean language
- The Korean Language & Hangeul: Vowels/ Consonants
- Korean pronunciation
- Syllable Structure

**UNIT 2** (6hours): Family and Friends

\*Function (task):

- Describing family and friends
- Showing respect towards one's parents and elders
- Talking about family and relatives and expressions in polite style
- Korean words for various family members
- Idiomatic expressions: What?/ Whose is this?
- Formal sentence/ Informal sentence
- Nouns- Singular and Plural

- Polite Style: Honorific expressions
- Honorific suffix: Holding the subject in respect requires that '- Honorific suffix ' be added to the verb
- Identity/ Degree/ Possessive Particle

**UNIT 3** (6hours): Seasons and the Weather

\*Function (task):

- Describing the seasons and nature
- Talking about the weather
- Asking and expressing time
- Name of Colour
- Name of Months
- Days of the weeks./ What day is it?
- Time: What time is it?
- Articles
- Pronouns

**UNIT 4** (6hours): Holidays and Hobbies

\*Function (task):

- Talking about festivals and expressions in formal life style
- Talking about hobbies
- Explain about favourite Activities
- Where are you going? / What route are you taking?
- Planning a vacation.
- Adjectives
- Interrogative sentence
- Tense (past)

**UNIT 5** (6hours): Telephone.

\*Function (task):

- Making phone calls and Receiving phone calls
- Making Appointments/ Reading the telephone numbers
- Counting the objects
- Number: Counting from 1 to 100
- Manner
- Action verbs
- Negative sentences

## **KOREAN FOR BEGINNERS II**

**PREREQUISITES:** Basic knowledge of Korean language;  
Certificate or equivalent

**OBJECTIVES:** This course aims at equipping the students with the theoretical and practical knowledge of grammar and communicative skills so that they may read, write and speak advanced Korean. Students will be able to: 1. Speak and comprehend Korean with structural accuracy to manage most formal and informal conversations on practical topics of general interest. 2. Use a variety of grammar patterns and expressions with greater accuracy. 3. Read texts from various areas. 4. Write effectively in Korean in the areas of the student's interests. 5. Understand socio-cultural aspects of Korea.

**COURSE CONTENT:** There are 5 units. Each unit contains grammar, vocabulary, every day's situations, phonetics and relevant exercises also. After each unit, some cultural (Indian and Korean) aspects are given in order to do a comparative study of Indian and Korean culture.

**UNIT 1** (6hours): Lifestyle

\*Function (task):

- Using the correct tenses
- Expressing the cause of something
- Describe the current situation
- Transportations: Taking a taxi / Riding the bus
- Contextual of Korean Lifestyle
- Traditional Customs/ Public issues
- Tense: Yesterday, Today, and Tomorrow

**UNIT 2** (6hours): Education and Public Service

\* Function (task):

- Explaining the school life
- Making plans for the vacation, talking about them.
- Describing the parts of the body
- School Life (At School)
- Korean Education system
- Name of Human body
- Expression emotions

**UNIT 3** (6hours) : Shopping and Market

\*Function (task):

- Shopping and asking price and Purchases
- Describing clothing
- Describing features and clothing
- Kinds of Clothes
- Monetary units
- Position of Auxiliary verb
- Irregular verbs

**UNIT 4** (6hours): Food and Restaurant

\* Function (task):

- Making appointment
- Naming foods and describing tastes
- Describing action and ordering / Asking a person's intention
- Things and Places / Foods and Tastes
- Expressions that one use to order at a restaurant or a café
- Reservations / Restaurants and cafes
- Citing another person's saying
- Request / Ordering Dinner
- Modified verb forms by rehearsing the statements

**UNIT 5** (6hours): Reality and belief

\*Function (task):

- Making Plans and Talking about Goals & Dreams
- Asking for directions and describing
- Making suggestions, agreements and refusals
- At the Hospital: the expressions for common ailments and injuries
- Getting Directions: Asking the Direction
- Expression for location
- Symptoms / Possibility / Certainty
- Familiarize various sentence patterns.
- The Phrases to express an attempted action

# **RUSSIAN FOR BEGINNERS I**

**PREREQUISITES:** Complete beginners with no prior knowledge of the language.

**OBJECTIVES:** This course in Russian will give an opportunity for students of other disciplines to acquire basic linguistic skills. The course is based on a minimum vocabulary necessary and sufficient to develop elementary language skills in Russian.

## **COURSE CONTENT:**

### **UNIT 1**

- Alphabet
- Basics of Russian pronunciation

### **UNIT 2**

- Simple intonation patterns

### **UNIT 3**

- Simple grammar-gender of nouns

### **UNIT 4**

- Simple grammar- verbal conjugation

### **UNIT 5**

- Reading and conversation on the elementary level
- Acquisition of a basic vocabulary of some 100-150 words

## **RUSSIAN FOR BEGINNERS II**

**PREREQUISITES:** basic knowledge of Russian language;  
Certificate or its equivalent

**OBJECTIVES:** A continuation the study of the Russian Language embarked on during the earlier semester that will help student gain access to another culture and civilization. This course is for those who want to improve their skills in reading, speaking and comprehension. Course provides more detailed study of Russian grammar, Special attention is devoted to the expansion of vocabulary

### **COURSE CONTENT:**

#### **UNIT 1**

- Skills in reading

#### **UNIT 2**

- Skills in Speaking

#### **UNIT 3**

- Comprehension – Spoken and written

#### **UNIT 4**

- Grammar and vocabulary 1

#### **UNIT 5**

- Grammar and vocabulary 2



# **SPANISH FOR BEGINNERS I**

**PREREQUISITES:** Complete beginners with no prior knowledge of the language

**OBJECTIVES:** This course in Spanish will give an opportunity for students of other disciplines to acquire basic linguistic skills and a working knowledge of a widely used European language.

## **COURSE CONTENT:**

### **UNIT 1**

- Alphabet
- Introducing oneself
- Pronunciation
- Nouns, gender of the nouns
- Singular and plural of the nouns
- Culture and civilization

### **UNIT 2**

- Articles: definite and indefinite
- Subject pronouns
- Number (1~100)
- Name of months and days
- Culture and civilization

### **UNIT 3**

- Present indicative of the two auxiliaries: Ser/Estar – Tener
- Hay / Están / Dónde está /están
- Adjectives
- The interrogative adjectives and pronouns ( cuánto? cual?)
- Nationalities
- Idiomatic expressions with “Tener” (Tener hambre/ sed/...)
- Culture and civilization

#### **UNIT 4**

- Present indicative of the three conjugations (AR-ER-IR)
- Negation
- Interrogative sentences
- Present indicative of a few common irregular verbs
- Present indicative of "ir" and "venir"
- Possession (de/ de quién)
- Culture and civilization

#### **UNIT 5**

- Prepositions and their combination with the articles
- Possessive adjectives and pronouns
- Use of prepositions with "ir" and "venir"
- Present indicative of the verbs. Querer- Poder- Deber/Tener que
- Asking and expressing time
- Family vocabulary (family relations)
- Culture and Civilization

## **SPANISH FOR BEGINNERS II**

PREREQUISITE: basic knowledge of Spanish language;  
Certificate or its equivalent

OBJECTIVES: A continuation the study of the Spanish Language embarked on during the earlier semester that will help student gain access to another culture and civilization.

### **COURSE CONTENT:**

#### UNIT 1

- Reflexive forms
- The verb "gustar"
- The seasons of the year
- Idiomatic expressions with "hacer"
- Use of the verbs "dar", "estar", "saber"
- Cultura y Civilization

#### UNIT 2

- Preterito Indefinido (Past simple)
- Present perfect
- Adverbs of time and place
- Expressions regarding time
- Cultura y Civilization

#### UNIT 3

- Expresions of permission Poder-infinitivo / se puede- infinitvo / Me das?
- Demonstrative adjective and demonstrative pronouns
- Negative words such as "nunca nadie, nada, etc..."
- The weather
- Cultura and Civilization

#### UNIT 4

- Futuro simple
- Idiomatic use of future indicative
- Futuro anterior (the future perfect)
- Cultura y Civilization

#### UNIT 5

- Indirect and direct object pronouns (unstressed and stressed forms)
- Verbs followed by an infinitive without a preposition
- Conditional sentences Si – present Indicativo / futuro simple
- Cultura y and Civilization