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Communicative English



National Institute of Open Schooling

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A Word with You

Dear Learner,

Welcome to NIOS!

You have taken your first step towards realising your goal of speaking English fluently. Often the most difficult part is to make a beginning. However, once you begin, you feel good about yourself and would want to keep improving. At NIOS we have a vision of empowering you to enhance not only your academic but also personal and social competencies. NIOS endeavours to equip you with skills to manage challenging situations in logical, positive and sensitive ways without harming self or society.

You will agree that what you most admire in your role models is their leadership, communication skills, creativity, presence of mind, the way they interact with people...all these are abilities that make a person stand out in a crowd. These, and more, are the skills that this course will help you to develop.

The ten lessons that will take you through the course have been creatively designed with numerous activities that are easy and fun to do! Sometimes you will work on your own and at times, you will work with a partner or in a group. Remember, practice is what makes perfect. So, practice speaking in English as often as you can.

We hope you have as much fun in going through this course as we had in preparing it for you!

Warm regards.

Course Coordinator

ABOUT THE COURSE

1. This course has been specially formulated for the Officers of the National Disaster Response Force.
2. Course Objectives are to enable the participants to-
 - hone the essential skills of Listening, Speaking, Reading and Writing to upgrade from being basic users of English to becoming independent users of this language;
 - overcome the hesitation of using English while speaking and writing;
 - understand and describe processes lucidly;
 - negotiate and co-ordinate with state authorities and other stakeholders;
 - provide instructions, announcements, warnings and assurances in lucid language appropriate to the need/ gravity of the situation;
 - communicate with personnel of other states, senior officials or general public in face to face, telephonic or digital medium.
1. Course contents: The course contents have been presented in 10 lessons. The lessons follow a certain format-
 - Introduction- Comes at the beginning of the lesson, introduces the topic to be covered- anecdotes, poems, pictures, etc have been used to enliven it for you.
 - Learning Outcomes- give you a clear picture of the competencies that you will be able to develop at the end of the lesson. The learning sections follow the same sequence and take you through gradually increasing difficulty levels.
 - Learning sections- A variety of approaches have been used to make the learning sections interesting for you. In these sections you will find-
 - Reading passages- you must read these passages silently, understand the content and then answer the simple questions that follow.
 - Audio sections- You must scan the QR code given to listen to the audio clips, read along the passage silently and then read it aloud.
You can download any recording app on your mobile phone to record sections that you speak. Play them back, record once again to improve your speaking skills.
 - Team work- At some places, activities have been given where a team of two or more is to be formed for completing the task.
 - Role play- are situations where you have to enact a role along with your friends/ colleagues and engage in verbal communication.
 - Intext questions- help you to assess how well you have understood the preceding sections. Follow the simple instructions given. The answers to these questions have been given at the end of the lesson to help you.
1. Time- the course has a study time of 80 hours- 6 hrs for each of the 10 lessons to be spent on reading, listening, speaking and writing; and 20 hrs for practice. The mentor (senior Officer in the battalion) shall help and monitor the progress of learners.
2. Assessment at the end of the course shall emphasise on speaking skills (50%).

How to use the Learning Material

Congratulations! You have accepted the challenge to be a self-learner. It means, you have to organize your study, learn regularly, keep up your motivation and achieve your goal. Here it is solely you, who is responsible for your learning. NIOS is with you at every step. A format supporting independent learning has been followed. You can take the best out of this material if you follow the instructions given below.



Title: The title of the lesson will give a clear indication of the contents within. Do read it.

Introduction: This will introduce you to the lesson and also link it to the previous one.

Objectives: These are statements of outcomes of learning expected from you after studying the lesson. You are expected to achieve them. Do read them and check if you have achieved the same.

Content: Total content has been divided into sections and sub-sections. A section leads you from one content element to another and a sub-section helps you in comprehension of the concepts in the content element. The text in bold, Italics or boxes is important and must be given attention.

Intext Questions: Objective types self-check questions are asked after every section, the answers to which are given at the end of the lesson. These will help you to check your progress. Do solve them. Successful completion will allow you to decide whether to proceed further or go back and learn the unit again.

Notes: Each page carries empty space on the outer margins for you to write important points or make notes.

What You Have Learnt: It is the summary of the main points of the lesson. It will help in recapitulation and revision. You are welcome to add your own points to it also.

Answers to Intext Questions: These will help you to know how correctly you have answered the Intext questions.

Activity: Activities, if done by you, will help you to understand the concept clearly.

Key Terms: The important terms used in the lesson are highlighted in this section. Do remember these terms.

Do and Learn: In this section certain activities have been suggested for better understanding of the concept.

Role Play: To make your learning interesting an imaginary situation is given based on any concept covered in the lesson. You are required to enact the imaginary situation through realistic behavior. You are free to choose any other concept/topic of your choice to play the role.

QR Code: A quick response (QR) code is given in every lesson which is a type of barcode that stores information and can be read by a digital device, such as a cell phone.

Audio: For understanding difficult or abstract concepts, audio programmes are available on certain content areas. You may listen to these on Mukta Vidya Vani, Community Radio FM-91.2 or on YouTube channel "niosradiovahini".

Video: Video programmes on certain elements related to your subject have been made to clarify certain concepts. You may watch these at NIOS live YouTube channel and also see live programs on PM e-vidya.

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