

## PROGRAMMES IN SPOKEN ENGLISH & HINDI

Contact- 7008182570 email: nistaloffice@gmail.com

### CERTIFICATE IN SPOKEN ENGLISH & HINDI

Name of the Programme	Programme Code	Eligibility for Admission	Medium of Instruction	Duration of the Programme	Admission Fees (Rs.)
<i>Certificate in SPOKEN ENGLISH</i>	CSE	No bar, includes school children [Separate classes for established people] <i>Admission open all the year round</i>	English, a little Hindi & Odia <i>(if needed)</i>	As you may need to start speaking correct English <b>confidently &amp; fluently</b>	500 per month
<i>Certificate in SPOKEN HINDI</i>	CSHD	No bar, includes school children [Separate classes for established people] <i>Admission open all the year round</i>	Hindi, a little Odia & English <i>(if needed)</i>	As you may need to start speaking correct Hindi <b>confidently &amp; fluently</b>	500 per month
<p>The fees specified above is for online coaching from seasoned Indian Experts Off-line direct class room coaching is also available; however, the fees is different</p>					750 per month for direct classroom coaching each language

#### No restriction in Age/Gender/Domicile

- **Languages covered:** English & Hindi
- **Attending classes:** Compulsory; at least 75% of the total coaching classes imparted by NISTAL  
The classes will be held in the morning or evening hours so as to enable everyone to attend
- **Admission:** Any time during the year
- **Programme Objectives:**
  - Help the learner to overcome hesitation by inducing self-confidence into them
  - Enable them to practice well by way of imitation to acquire correct pronunciation of words and typical accent of the language
  - Provide adequate scope for practicing repeatedly correct usage of words and sentence structure
  - Encourage learners to acquire expertise in eloquence in English or Hindi as the case may be
  - Tune them up to successfully face interviews, seminars, symposiums or speak to seniors & officers.

## Prospects / Scope of the Spoken English/Hindi Programmes

Now-a-day, modern education is mostly job-oriented. A post graduate who has good knowledge of English cannot get a job of a lecturer or that of an executive if s/he cannot speak good English. A post graduate in Hindi cannot get a job of even a Hindi teacher if s/he is unable to speak that language fluently or correctly. On the contrary, another smart candidate with comparatively lower educational qualifications may snatch away the job by impressing the interviewers with good spoken English or Hindi as the case may be. This holds good even in case of an already employed manager, administrator or an officer who has to deal with many people every day. A vernacular school child who has been put into an English or Hindi medium education system faces the same problem.

**A SPOKEN ENGLISH or SPOKEN HINDI programme trains such people** to get rid of their hesitation and speak that language with confidence; thus, enabling them to win over such unpleasant situations. Such a programme gives a chance to the learner to learn the correct pronunciation of the words, structure of the sentences, the typical accent of that language and none the less, selection of appropriate words to exactly express certain views.

NISTAL provides such people two different programmes of spoken language in English and Hindi wherein seasoned experts in these languages induce such confidence and practice unto you so as to enable you to give up hesitation and speak good English or Hindi as the case may be.

NISTAL urges all such people young and old, school children and officers to join these programmes. We will take care of your dignity and position in the society by arranging separate classes for small children and people who have earned their repute in the society but have joined us to improve their speaking skills.

**NISTAL spoken English & Hindi classes tune you up to successfully face the interviews and such other unpleasant situations arising out of lack of practice in speaking the concerned language.**

### Coaching

- **Online & Off-line practical coaching by experts in easy to understand English and Hindi as the case may be, aided by Hindi or Odia if necessary**
- **Morning & Evening classes as per everyone's convenience**
- **Coaching with audio-visual aids like videos and power-point presentations**

**Hostel:** In-Campus hostel accommodation is also available on request (Boys & Girls separately)

## Syllabus

- Various registers of speech like formal, intimate, child and elder-speak, legal matters, public speeches, conversations and deliberations, different forms of literature like drama & poetry etc covering every walk of human life
- Day-to-day activities, etiquettes & manners, special usage of typical and technical nature

## Programme Outcome

After successful completion of the programme, you will be able to:

- Speak English (or Hindi as per your programme) fluently & confidently
- Successfully face interviews and established people without hesitation
- Manage your day to day affairs in that language

## Examination

On completion of the programme there will be a test for:

1. Face a mock interview for the job of a front office executive using English or Hindi as the case may be
2. Recite a song in that language
3. Delivering a speech on any relevant topic exclusively in the language of his/her learning
4. Participation in a drama written in that language

**Assignments:** There will be no assignments in this programme

**One may continue to join our classes as long as he wishes by paying the required fees**

**Pass Marks: 50%**

**Grades/ Divisions:** There will be 4 grades

1. **Grade- A** : 80-100% Marks in each paper
2. **Grade- B** : 60-80% in aggregate
3. **Grade- C** : 50-60% in aggregate

**Fees:** As mentioned in the beginning of this prospectus

**Rs. 250 Examination Fee including all papers**

**Rs. 100 for each paper for re-appearing the examination for failed candidates**

## Why should one take up a Spoken English or Spoken Hindi Programme

Language keeps the world going. Our mother is our first teacher who taught us a language taking much pains and we learnt it by imitating her; first certain unclear meaningless sounds, then small mispronounced words, then small sentences full of

mistakes and finally we were able to express our feelings to others correctly. We then learnt writing the script; this too by imitation. We were put in the nursery play school to learn some enjoyable rhymes and etiquettes; thereafter we were taught certain written poetry and prose pieces in the school. Grammar we learnt after getting a good practice of the spoken mother-language!

It is thus evident that being able to speak a language needs a lot of practice through imitation. We see around us many highly educated people that are unable to express their views orally in a language other than their mother-tongue. A post graduate in English who can write good pieces of prose or poetry many a time stammers while speaking that language and even tries to avoid situations that need certain discussions. There are lawyers who cannot plead their case in English though they drafted the petition well. On the other hand, we also come across small English medium school children speaking good English with correct accent. Such is the situation in case of Hindi too. There are university professors teaching Hindi, who commit a lot of grammatical mistakes while speaking besides pronouncing Hindi words with a typical accent of their own mother-tongue. All this happens only due to lack of a favorable environment and exposure to people whose mother-tongue is English or Hindi. This problem can be solved by taking up a programme in spoken English or Hindi as the case may be, where the expert trainer transmits the art of speaking that language and puts pressure on you to practice speaking it.

A spoken language class gives a chance to the learner to learn the correct pronunciation of the words, structure of the sentences, the typical accent of that language and none the less, selection of appropriate words to express certain views.

For example, in English speak, tell and say have the same meaning, but these three words are used in different contexts. 'Speak lie' or 'tell truth' or 'say lie' are wrong expressions. The correct usage is 'Speak the truth', 'tell a lie.' The use of articles 'a' and 'the' are to be noticed here, and this can be learnt only by way of practice in spoken English. This skill cannot be acquired only by going through a grammar book; it needs a lot of guided practice. So is the case in Hindi as well.

**NISTAL is all set to impart necessary training, expertise and scope to enhance your speaking abilities. It is unto you to decide.**

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## General Information about NISTAL vocational programmes

- Spoken English and/or Hindi programmes contains purely practical courses and hence the learner has to attend classes regularly, preferably at NISTAL
- All other NISTAL programmes are Online/distance-mode courses aimed at generating avenues for self-employment and enhancing employability of the learners
- Learners can opt for more than one programme and avail concession
- Suitable for all: students pursuing higher studies, self-employed, housewives or drop-outs
- Easy to understand coaching with Video lessons and Power Point presentations
- **Coaching through English, Hindi & Odia** medium as per need of the learners
- **In-Campus hostel accommodation** and paid personal coaching on request
- Well-designed courses for earning a decent livelihood & create an additional source of income
- Earning avenues are available at nearby places, learners can also work from home
- Help to update the latest developments in the concerned field
- Courses on health sciences aim at keeping the community physically and mentally healthy and fit

Lateral Entry is allowed for those learners who have successfully completed lower level courses in the concerned disciplines in other universities/institutions. They can avail the credit transfer benefit and also relaxation of fee and duration accordingly. Learners completing lower courses in NISTAL can take up higher courses in the same discipline and avail credit transfer benefits.

**NISTAL strives to provide home based job works to the learners as per their knowledge & skill irrespective of the programme taken**