







# Use Basic English for Employability – Variant I

## CURRICULUM / SYLLABUS

This program is aimed at training candidates on the National Occupation Standard “Use Basic English for Employability Variant I”, in the “Management, Entrepreneurship and Professional Skills” Sector/ Industry and aims at building the following key competencies amongst the learner.

<b>NOS Name</b>	<b>Use Basic English for Employability Variant I</b>
<b>NOS Code</b>	MEP/N9991 v1.0
<b>Version Update Date</b>	4/09/2018
<b>Pre-requisites to Training</b>	No formal education
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• recognise only familiar words and very basic phrases concerning themselves, their family and immediate workplace provided the speech is very slow and clear.</li> <li>• intermittently use familiar everyday words and phrases while speaking in mother tongue.</li> <li>• read very simple words that have been taught</li> <li>• write very simple words that have been taught</li> </ul>

Sr. No.	Module	Key learning Outcomes	Equipment Required
1.	<p><b>Greetings</b> <b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise various formal greetings for times of the day correctly</li> <li>recognise greetings used on special occasions in English correctly</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>use appropriate formal greetings correctly various greetings for times of the day (<i>Vocabulary: Good morning, good afternoon, good evening, good night, etc.</i>)</li> <li>respond to formal greetings appropriately</li> <li>use appropriate greetings for special occasions in English (<i>Vocabulary: Happy Holi, Merry Christmas, etc.</i>)</li> <li>Use casual greetings (<i>Vocabulary: Hello, Hi, Bye, Goodbye, etc.</i>)</li> <li>pronounce the taught words correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>recognise letters of the English alphabet</li> <li>identify greetings written in English (read words related to greetings such as good morning, hello, etc)</li> </ul> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>write the letters of the English alphabet</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
2.	<p><b>Self introduction</b> <b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise simple personal information when shared by others (e.g. name, age, place of residence, origin) in person and over telephone calls</li> <li>recognise basic questions related to personal information asked in person and over telephone calls</li> <li>recognise spoken numbers 1 to 20 English correctly</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>state their name when asked in English</li> <li>state about where they are from: <ul style="list-style-type: none"> <li>name their country</li> <li>state their address</li> </ul> </li> <li>state their date of birth and state their age</li> <li>state their phone number</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>recognise and read aloud one's name, names of family members, etc.</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>

Sr. No.	Module	Key learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>recognise and read aloud the name of their country, state, etc.</li> <li>recognise and read aloud the numbers from 1 to 20 correctly in English</li> </ul> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>write basic personal information such as name, gender, date of birth, ID numbers, address, nationality, marital status</li> </ul>	
3.	<p><b>Family and Friends</b></p> <p><b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise the words for immediate family members (<i>Vocabulary: father, mother, brother, sister, grandfather, grandmother, etc.</i>)</li> <li>recognise simple personal pronouns (<i>he/she/we/they</i>)</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>state the names of his or her family members</li> <li>respond to simple questions about family and friends</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>identify kinship words</li> <li>identify simple personal pronouns</li> </ul> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>write kinship words</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
4.	<p><b>Human body and health</b></p> <p><b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise basic vocabulary for parts of the body</li> <li>listen and recognise the names of common diseases</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>say the names of parts of the body</li> <li>say the names of a few common diseases</li> <li>learn the plurals: hands, arms, legs and feet.</li> <li>use the names of parts of the body in English even when talking in any vernacular language</li> <li>pronounce these words correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>identify the names of body parts</li> <li>identify the names of common diseases</li> <li>identify the plurals of body parts</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
5.	<p><b>Colours</b></p> <p><b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise the names of common colours</li> <li>recognize specific colours when used in the description of everyday objects</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>state the names of common colours</li> <li>identify and name common objects by their colours (<i>green leaves, pink rose, etc</i>)</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p>

Sr. No.	Module	Key learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>use the names of colours in English even when talking in any vernacular language</li> <li>pronounce these words correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>identify the written English names of common colours</li> </ul>	Speakers and Listening accessories
6.	<p><b>Home and Neighbourhood</b></p> <p><b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise simple words related to home and neighbourhood</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>state where they live</li> <li>name the rooms in their house, and household objects</li> <li>name the types of buildings in their neighbourhood (<i>Vocabulary: bank, post office, market, etc.</i>)</li> <li>use the names of these places in English even when talking in any vernacular language</li> <li>pronounce these words correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>read and identify very simple words related to home and neighbourhood such as doors, windows, roofs and garden and market, bank, etc.</li> </ul> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>write simple words related to home and the neighbourhood</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
7.	<p><b>Time and Calendar</b></p> <p><b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise the names of days of the week</li> <li>recognise the names of the months</li> <li>recognise the time of the day</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>ask and tell day of the week, time of the day and date accurately</li> <li>ask and tell the names of the months</li> <li>use the names of the days of the week and months in English even when talking in any vernacular language</li> <li>talk about routine activities</li> <li>pronounce these words correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>identify the days of the week, months on a calendar</li> <li>identify the time correctly by looking at a clock/watch</li> </ul> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>write dates, time of the day</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
8.	<p><b>Weather and Seasons</b></p> <p><b>Theory Duration</b> (00:30)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise the names of the seasons</li> <li>recognise weather words</li> </ul>	Training Kit (PowerPoint, Trainer Guide)





Sr. No.	Module	Key learning Outcomes	Equipment Required
	<b>Practical Duration</b> (01:00)	<ul style="list-style-type: none"> <li>understand basic direction phrases (<i>Vocabulary: Turn right/left; Go straight, etc.</i>)</li> <li>recognise basic words related to position/location of objects (<i>Vocabulary: in, on, out, outside, under, etc.</i>)</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>ask and tell directions correctly</li> <li>use words related to directions in English even when talking in a vernacular language</li> <li>pronounce the taught words correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>identify basic words related to direction and position of landmarks on maps</li> <li>identify traffic signs</li> </ul>	<p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
12.	<b>Market</b> <b>Theory Duration</b> (00:30)  <b>Practical Duration</b> (01:00)	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise basic terminology and short phrases of English, commonly used in the market place</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>develop functional language and vocabulary for everyday basic shopping activities</li> <li>use the names of common food and drinks in English even when talking in any vernacular language</li> <li>pronounce the taught words correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>identify names of products at a market or a supermarket</li> <li>identify names of products in advertisements, etc.</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
13.	<b>Everyday Objects</b> <b>Theory Duration</b> (00:30)  <b>Practical Duration</b> (01:00)	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise names of common objects</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>use the names of everyday objects in English even when talking in any vernacular language</li> <li>pronounce these words correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>identify names of everyday objects</li> </ul> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>spell and write simple everyday objects</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
14.	<b>Hobbies</b> <b>Theory Duration</b> (00:30)  <b>Practical Duration</b> (01:00)	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise basic words and short phrases of English, commonly used to identify common hobbies</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>name common leisure activities and hobbies</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds</p>

Sr. No.	Module	Key learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>use words related to leisure activities/hobbies even when talking in any vernacular language</li> <li>pronounce the taught words correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>identify words related to hobbies and leisure activities</li> </ul>	<p>to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
15.	<p><b>Transport</b> <b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise words related to modes of transportation and vehicles</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>state the names of common modes of transport</li> <li>use words related to modes of transport in English even when talking in any vernacular language</li> <li>pronounce the taught words correctly</li> <li>use common verbs related to movement of transport (<i>Vocabulary: aeroplanes fly, boats sail, etc.</i>)</li> <li>list different kinds of travel documents (<i>Vocabulary: passports, ticket, boarding pass, etc</i>)</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>identify and read the names of various modes of transport read</li> <li>read the names of different types of travel documents (<i>Vocabulary: passports, ticket, boarding pass, etc</i>)</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
16.	<p><b>Feelings and Emotions</b> <b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise words related to common feelings and emotions</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>state the names of common professions</li> <li>use the names of common professions in English even when talking in a vernacular language</li> <li>pronounce words related to professions correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>read and identify words related to professions</li> </ul> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>spell and write words related to professions</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
17.	<p><b>Travel</b> <b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise words related to travelling and travel requirements</li> <li>recognise words related to holidays and vacations</li> </ul> <p><b>Speaking</b></p>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite</p>

Sr. No.	Module	Key learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>use simple words related to travelling in English even when talking in a vernacular language</li> <li>pronounce words related to travelling and holidays correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>identify words related to travel and holidays</li> </ul>	<p>processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
18.	<p><b>Professions</b> <b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise words related to common occupations/jobs</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>state the names of common professions</li> <li>use the names of common professions in English even when talking in a vernacular language</li> <li>pronounce words related to professions correctly</li> <li>ask and answer questions related to their job correctly</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>identify words related to professions</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
19.	<p><b>Workplace</b> <b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise common words used in the workplace</li> <li>recognise familiar English words and phrases used in the workplace especially as instructions, being directed for doing or not doing something, or related to direction, safety instructions, date and time, etc (<i>Vocabulary: Stop, Close the door, etc.</i>)</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>use basic work-related/occupation-related vocabulary in English even when talking in a vernacular language</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>read work-related/occupation-related vocabulary</li> <li>read health, safety, security signage, in English, at work and public places, or on gadgets and appliances, when accompanied by related images or graphics</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>
20.	<p><b>Planning Ahead</b> <b>Theory Duration</b> (00:30)</p> <p><b>Practical Duration</b> (01:00)</p>	<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>recognise words used to plan actions/activities</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>discuss activities planned for the next day/week/month, etc</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>read simple sentences describing activities planned for the next</li> </ul>	<p>Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p>

Sr. No.	Module	Key learning Outcomes	Equipment Required
		<p>day/week/month, etc</p> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>write simple sentences describing activities planned for the next day/week/month, etc</li> </ul>	Speakers and Listening accessories
	<p><b>Total Duration</b> <b>30:00</b></p> <p><b>Theory Duration</b> <b>10:00</b></p> <p><b>Practical Duration</b> <b>20:00</b></p>	<p><b>Unique Equipment Required:</b> Training Kit (PowerPoint, Trainer Guide)</p> <p>Computers with requisite processing speeds to play audio and video seamlessly</p> <p>Speakers and Listening accessories</p>	

*(This syllabus/ curriculum has been approved by Management, Entrepreneurship and Professional Skills Council)*

### Trainer Prerequisites for NOS: “Use basic English for employability – Variant I” MEP/N9991

Sr. No.	Area	Details
1	<b>Description</b>	The trainer is required to deliver the program on “Use basic English for employability – Variant I” MEP/N9991 v1.0
2	<b>Personal Attributes</b>	Detail oriented, Expertise on the subject
3	<b>Minimum Educational Qualifications</b>	Graduate in any discipline
4a	<b>Domain Certification</b>	Certified for NOS: <u>“Use basic English for employability – Variant I”</u> MEP/N9991. Minimum accepted score is 80%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: <u>“Trainer”</u> , mapped to the Qualification Pack: <u>“MEP/Q0102”</u> . Minimum accepted as per respective SSC guidelines is 80%.
5	<b>Experience</b>	3-5 years of experience

## Annexure: Assessment Criteria

### Criteria For Assessment Of Trainees

Compulsory NOS				Marks Allocation	
Total Marks: 100				Theory	Skills Practic al
Assessment outcomes	Assessment Criteria for outcomes	Total Mark s	Out of		
MEP/N9991 Use Basic English for Employability - Variant I	PC1. recognise familiar English words and very basic phrases concerning themselves and their family	100	7	2	5
	PC2. recognise basic personal information from English Statements (e.g. name, age, place of residence, origin) when other people introduce themselves, provided that they speak slowly and clearly directly to him/her		7	2	5
	PC3. recognise basic terminology and short phrases of English, commonly used in the selected themes and contexts, including the workplace		7	2	5
	PC4. speak to produce the letters of the alphabet correctly		7	2	5
	PC5. use familiar everyday words and phrases of English intermittently, while speaking in mother tongue or the local language on basic everyday themes and in limited, familiar contexts		10	2	8
	PC6. ask and tell day of the week, time of day and date accurately in English		7	1	6
	PC7. say yes, no, excuse me, please, thank you, sorry, as suitable to the requirement		7	1	6
	PC8. ask basic questions in areas of immediate needs, using familiar everyday words and phrases of English, interspersed within mother tongue or the local language		7	1	6
	PC9. read very basic words in English that have been taught with respect to selected themes and contexts, eg. day, direction, prices, timings.		7	1	6
	PC10. read crucial health, safety, security signage, in English, at work and public places, or on gadgets and appliances, when accompanied by related images or graphics		7	1	6
	PC11. read very basic registration forms in English recognizing fields that require very basic personal details: name,		7	1	6

	gender, date of birth, ID numbers, address, nationality, marital status				
	PC12. write very basic words in English that have been taught with respect to selected themes and contexts		7	2	5
	PC13. write commonly used words for safety instructions in English		7	1	6
	PC14. fill in very simple registration forms in English with very basic personal details: name, gender, date of birth, ID numbers, address, nationality, marital status		6	1	5
		<b>100</b>	<b>100</b>	<b>20</b>	<b>80</b>