

NVC Communication Skills Common Courses (Draft)

NATIONAL BOARD FOR TECHNICAL EDUCATION

Communication Skills

For

VEI

CURRICULUM AND COURSE SPECIFICATIONS

2007

PLOT 'B' BIDA ROAD, P.M.B. 2239, KADUNA – NIGERIA

NVC Communication Skills Common Courses (Draft)

PROGRAMME	:	NATIONAL VOCATIONAL CERTIFICATE
COURSE	:	USE OF LIBRARY
CODE	:	CSK 101
DURATION	:	ONE TERM
UNITS	:	2
GOAL	:	This course is designed to provide the student with knowledge and skill to use the Library effectively.

GENERAL OBJECTIVES: On completion of the course, the trainee should:

- 1.0 Know the different library sections and tools.**
- 2.0 Know how to use library tools.**

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PROGRAMME: NATIONAL VOCATIONAL CERTIFICATE						
Course: Use of Library		COURSE CODE: CSK 101		CONTACT HOURS: 2hours/week		
THEORETICAL: hours/week						
Theory Content				Practical Content		
General Objective: 1.0 Know different library sections and tools				General Objective:		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
1	1.1 Enumerate the different sections of a standard library.	<ul style="list-style-type: none"> • Guide the students through the library. 				
	1.2 State the functions of the different sections enumerated.	<ul style="list-style-type: none"> • Guide the students through the library. 				
2	1.3 List the tools found in the different sections enumerated.	<ul style="list-style-type: none"> • Guide the students through the library. 				
General Objective:				General Objective: 2.0 Know how to use the library tools.		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
3				2.1 Use the manual or computer catalogues correctly.	<ul style="list-style-type: none"> • Give assignments that would require extensive use of library resources. 	<ul style="list-style-type: none"> • Multi-media projector • Computers • Closed-circuit television
4				2.2 Locate specific titles using the catalogues.	<ul style="list-style-type: none"> • Give assignments that would require extensive use of library resources. 	

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5				2.3 Locate specific books on the shelves.	<ul style="list-style-type: none">• Give assignments that would require extensive use of library resources.	
6-7				2.4 Use reference materials effectively.	<ul style="list-style-type: none">• Give assignments that would require extensive use of library resources.	
8-12				2.5 Carry out specific assignments using reference materials.	<ul style="list-style-type: none">• Give assignments that would require extensive use of library resources.	

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PROGRAMME	:	NATIONAL VOCATIONAL CERTIFICATE
COURSE	:	SPEAKING SKILLS IN ENGLISH
CODE	:	CSK 102
DURATION	:	ONE TERM
UNITS	:	2
GOAL	:	This course is designed to enable the student speak English correctly and fluently.

GENERAL OBJECTIVES: On completion of the course, the student should:

- 1.0 Know the difference between consonants and vowels.**
- 2.0 Know the sound contrasts in the English Language.**
- 3.0 Know how to correctly pronounce words in English.**

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PROGRAMME: NATIONAL VOCATIONAL CERTIFICATE						
Course: Speaking Skill in English		COURSE CODE: CSK 102		CONTACT HOURS: 2hours/week		
Theory Content				Practical Content		
General Objective: 1.0 Know the difference between consonants and vowels in English.				General Objective:		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
1	1.1 Explain the difference between consonants and vowels.	<ul style="list-style-type: none"> Show the difference between consonants and vowels. 		1.1 Identify consonant and vowel sounds.	<ul style="list-style-type: none"> Make consonant and vowel sounds to students. 	<ul style="list-style-type: none"> Language Laboratory
General Objective: 2.0 Know the sound contracts in the English Language.						
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
2	2.1 Explain sound contrasts.	<ul style="list-style-type: none"> Explain sound contrasts. 		2.1 Clearly distinguish sound contrasts in the consonantal system.	<ul style="list-style-type: none"> Make the student distinguish between: the - day fan - van wash - watch, etc 	
3				2.2 Clearly distinguish sound contrasts in the vowel system.	<ul style="list-style-type: none"> Make the student distinguish between: be - bee pack - park shot - short, etc 	
4				2.3 Distinguish between voiced and voiceless consonants.	3. Make the student distinguish between:	

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					sink - zinc bat - pat cap - gap, etc	
5	2.4 Explain stressed and unstressed syllables.	<ul style="list-style-type: none"> Explain stressed and unstressed syllables. 		2.5 Contrast stressed and unstressed syllables to create changes in meaning.	<ul style="list-style-type: none"> Make the students distinguish between words that serve as nouns and verbs such as: increase, export, import, produce, etc 	
General Objectives:				General Objectives: 3.0 Know how to correctly pronounce words in English.		
6	3.1 Explain consonant clusters.	<ul style="list-style-type: none"> Explain consonant clusters. 		3.1 Properly articulate consonant clusters.	<ul style="list-style-type: none"> Make the students pronounce: stretch, scream, scrutiny, strain, sprite, strength, etc 	
7-12				3.2 Do exercises in general speech training.	<ul style="list-style-type: none"> Guide students in general speech training. 	

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PROGRAMME	:	NATIONAL VOCATIONAL CERTIFICATE
COURSE	:	ENGLISH GRAMMAR
CODE	:	CSK 103
DURATION	:	ONE TERM
UNITS	:	2
GOAL	:	This course is designed to equip the student with basic English grammatical skills.

GENERAL OBJECTIVES: On completion of the course, the students should:

- 1.0 Know lexical and structural patterns in English.**
- 2.0 Know how to correctly use lexical and structural patterns in English.**

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PROGRAMME: NATIONAL VOCATIONAL CERTIFICATE						
Course: English Grammar		COURSE CODE: CSK 103		CONTACT HOURS: 2hours/week		
Theoretical content				Practical Content		
General Objective: 1.0 Know lexical and structural patterns in English				General Objective :		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
1	1.1 Define the different parts of speech.	<ul style="list-style-type: none"> • Explain parts of speech. 		1.1 Use different parts of speech correctly.	<ul style="list-style-type: none"> • Guide students 	
2	1.2 Define a phrase.	<ul style="list-style-type: none"> • Explain phrases 		1.2 Construct correct phrases.	<ul style="list-style-type: none"> • Guide students 	
	1.3 Define a clause.	<ul style="list-style-type: none"> • Explain clauses 		1.3 Construct correct clauses	<ul style="list-style-type: none"> • Guide students 	
3	1.4 Define a sentence.	<ul style="list-style-type: none"> • Explain sentences 		1.4 Construct correct sentences.	<ul style="list-style-type: none"> • Guide students 	
4	1.5 Describe the types of sentences.	<ul style="list-style-type: none"> • Explain sentence types. 		1.5 Construct different types of sentences correctly.	<ul style="list-style-type: none"> • Guide students 	
5	1.6 Explain subject-verb agreement.			1.6 Construct sentences to show correct subject-verb agreement.	<ul style="list-style-type: none"> • Guide students 	
6	1.7 Explain pronoun-antecedent agreement.			1.7 Construct sentences to show correct pronoun-antecedent agreement.	<ul style="list-style-type: none"> • Guide students 	

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	General Objective:			General Objective: 2.0 Know how to correctly use lexical and structural patterns.		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
7	2.1 Define synonyms	• Give examples		2.1 Use synonyms correctly.	• Guide students	
8	2.2 Define antonyms	• Give examples		2.2 Use antonyms correctly	• Guide students	
9	2.3 Define idioms	• Give examples		2.3 Construct sentences with idioms.	• Guide students	
10	2.4 Define figures of speech	• Give examples		2.4 Construct sentences with different figures of speech.	• Guide students	
11-12	2.5 Explain punctuation	• Guide students		2.5 Use punctuation marks correctly.	• Guide students	

NVC Communication Skills Common Courses (Draft)

PROGRAMME	:	NATIONAL VOCATIONAL CERTIFICATE
COURSE	:	FAST READING
CODE	:	CSK 201
DURATION	:	ONE TERM
UNITS	:	2
GOAL	:	This course is designed to enable the student acquire speed reading skills.

GENERAL OBJECTIVES: On completion of the course, the student should:

- 1.0 Know different reading speeds.**
- 2.0 Know how to read at different speeds.**

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PROGRAMME: NATIONAL VOCATIONAL CERTIFICATE						
Course: Fast Reading		COURSE CODE: CSK 201		CONTACT HOURS: 2hours/week		
General Objective: 1.0 Know different reading speeds.			General Objective :			
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
1	1.1 Distinguish between different reading speeds.	<ul style="list-style-type: none"> Analyse different reading speeds. 		1.1 Describe different reading speeds.	<ul style="list-style-type: none"> Guide trainees 	
General Objective:				General Objective: 2.0 Know how to read at different speeds.		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
2-3				2.1 Skim a passage for the main points.	<ul style="list-style-type: none"> Guide the students on how to skim with the aid of an overhead projector. 	<ul style="list-style-type: none"> Projector
4-5				2.2 Enumerate the main points skimmed.	<ul style="list-style-type: none"> Guide students 	
6-7				2.3 Extract required information from a given passage within a given time.	<ul style="list-style-type: none"> Guide students 	
8-9				2.4 Correctly answer questions on various passages read.	<ul style="list-style-type: none"> Guide students 	
10-12				2.5 Practice reading of given passages at increasing speeds.	<ul style="list-style-type: none"> Guide students 	

NVC Communication Skills Common Courses (Draft)

PROGRAMME	:	NATIONAL VOCATIONAL CERTIFICATE
COURSE	:	COMPREHENSION AND SUMMARY
CODE	:	CSK 202
DURATION	:	ONE TERM
UNITS	:	2
GOAL	:	This course is designed to provide the students with the skills necessary for understanding and summarizing fairly lengthy texts.

GENERAL OBJECTIVES: On completion of the course, the students should:

- 1.0 Know how to read and answer questions on a given text.**
- 2.0 Know how to read and summarize a text of not more than two pages.**

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PROGRAMME: NATIONL VOCATIONAL CERTIFICATE						
Course: Comprehension and Summary		COURSE CODE: CSK 202		CONTACT HOURS: 2hours/week		
Theoretical content				Practical Content		
General Objective: 1.0 Know how to read and answer questions on a given text				General Objective :		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
1	1.1 Answer questions correctly on given texts.	<ul style="list-style-type: none"> Guide students in comprehending texts correctly. 		1.1 Read quickly to get the general idea of a given passage.	<ul style="list-style-type: none"> Provide a suitable passage. 	
				1.2 Answer questions from the passage read.	<ul style="list-style-type: none"> Ask questions to test understanding of the passage read. 	
2				1.3 Pick out the main ideas in each paragraph of a given passage.	<ul style="list-style-type: none"> Provide suitable texts. 	
3				1.4 Logically arrange the main points in a given passage using own words.	<ul style="list-style-type: none"> Provide suitable texts. 	
General Objective: 2.0 Know how to read and summarize a text of not more than two pages.				General Objective:		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
4	2.1 Answer questions correctly on a given text of two pages.	<ul style="list-style-type: none"> Guide students in comprehending text. 		2.2 Read quickly to get the main idea of a text of one and a half pages.	<ul style="list-style-type: none"> Provide a suitable text. 	

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5				2.3 Answer questions from the text read.	Ask questions to test understanding of the passage read.	
6				2.4 Read quickly to get the main idea of a text of two pages.	Provide a suitable text.	
7				2.5 Answer questions from the text read.	Ask questions to test understanding of the passage read.	
8				2.6 Pick out the main idea in each paragraph of the text read.	Guide students	
9				2.7 Summarize the text read in own words.	Guide students	
10-12				2.8 Practice summarizing various texts.	Guide students	

NVC Communication Skills Common Courses (Draft)

PROGRAMME	:	NATIONAL VOCATIONAL CERTIFICATE
COURSE	:	LITERATURE I
CODE	:	CSK 203
DURATION	:	ONE TERM
UNITS	:	2
GOAL	:	This course is designed to enable the student enjoy and appreciate literature.

GENERAL OBJECTIVES: On completion of the course the student should:

- 1.0 Know the different genres of literature.**
- 2.0 Know the basic characteristics of the genres.**

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PROGRAMME: NATIONAL VOCATIONAL CERTIFICATE						
Course: Literature 1		COURSE CODE: CSK 203		CONTACT HOURS: 2hours/week		
Theoretical content				Practical Content		
General Objective:1.0 Know the different genres of literature.				General Objective :		
WEEK	Specific Learning Outcome	Teacher’s Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
1	Explain the different genres of Literature.	<ul style="list-style-type: none"> Analyse prose, drama and poetry. 				
2	Explain the theme of a given text.	<ul style="list-style-type: none"> Explain theme 				
3	Explain the plot of a given text.	<ul style="list-style-type: none"> Explain plot 				
4	Describe characters in a given text.	<ul style="list-style-type: none"> Guide students and provide suitable texts. 		1.4 Analyze specific characters in a given text.	Guide trainees	
General Objective: 2.0 Know the basic characteristics of the genres of Literature				General Objective:		
WEEK	Specific Learning Outcome	Teacher’s Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
5	2.1 Describe the characteristics of prose.	<ul style="list-style-type: none"> Guide students 				
6	2.2 Describe the characteristics of drama.	<ul style="list-style-type: none"> Guide students 				

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7	2.3 Describe the characteristics of poetry.	• Guide students				
8				2.4 Identify new words and expressions from a given text.	Provide suitable texts	
9				2.5 Answer questions after reading a text.	Provide suitable texts	
10				2.6 Identify figurative expressions in a text.	Provide suitable texts	
11-12				2.7 Appreciate a given text by relating it to real life.	Provide suitable texts	

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PROGRAMME	:	NATIONAL VOCATIONAL CERTIFICATE
COURSE	:	CORRESPONDENCE
CODE	:	CSK 301
DURATION	:	ONE TERM
UNITS	:	2
Course Main Aim/Goal	:	This course is designed to equip the students with the skills and competencies necessary for all forms of correspondence.

GENERAL OBJECTIVES: On completion of the course the students should:

- 1.0 Understand the intent of different types of formal letters.**
- 2.0 Know how to write formal letters.**

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PROGRAMMES: NATIONAL VOCATIONAL CERTIFICATE						
Course: Correspondence		COURSE CODE: CSK 301		CONTACT HOURS: 2hours/week		
	General Objective: Understand the intent of different types of formal letters.		General Objective :			
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
1	1.1 Explain the parts of a formal letter.	<ul style="list-style-type: none"> • Explain the parts of a formal letter. 				
2	1.2 Outline the format of a formal letter.	<ul style="list-style-type: none"> • Give an outline of a formal letter. 		1.2 Make an outline of a formal letter.	<ul style="list-style-type: none"> • Guide students 	
3	State the purposes of formal letters.	<ul style="list-style-type: none"> • Give the purposes of formal letters 				
4	Explain the punctuation of formal letters.	<ul style="list-style-type: none"> • Punctuate formal letters. 				
	General Objective:			General Objective: 2.0 Know how to write formal letters.		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
5				2.1 Enumerate the circumstances that require formal letters.	<ul style="list-style-type: none"> • Analyze the different circumstances. 	
6				2.2 State the content of every part of a formal letter.	<ul style="list-style-type: none"> • Guide students 	
7				2.3 Analyze different types of formal letters in terms of ideas, style, structure, and punctuation.	<ul style="list-style-type: none"> • Guide students 	
8-12				2.4 Write different types of formal letters, e.g. private, social, business, official.	<ul style="list-style-type: none"> • Guide students in producing different types of formal letters. 	

NVC Communication Skills Common Courses (Draft)

PROGRAMME	:	NATIONAL VOCATIONAL CERTIFICATE
COURSE	:	ESSAY WRITING
CODE	:	CSK 302
DURATION	:	ONE TERM
UNITS	:	2 HOURS PER WEEK
Course Main Aim/Goal	:	This course is designed to equip the student with the techniques of writing good essays.

GENERAL OBJECTIVES: On completion of the course, the student should:

- 1.0 Know how to plan a good essay outline.**
- 2.0 Know how to write a good essay.**

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PROGRAMME: NATIONAL VOCATIONAL CERTIFICATE						
Course: Essay Writing		COURSE CODE: CSK 302		CONTACT HOURS: 2hours/week		
Theoretical content				Practical Content		
General Objective: 1.0 Know how to plan a good essay outline.				General Objective :		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
1-2	1.1 Define an outline	<ul style="list-style-type: none"> Explain outline of a good essay. 		1.1 Write an outline on various topics.	<ul style="list-style-type: none"> Guide student 	
3				1.2 Arrange the outline logically.	<ul style="list-style-type: none"> Guide student 	
4				1.3 Make an outline on a given topic.	<ul style="list-style-type: none"> Guide student 	
General Objective: 2.0 Know how to write a good essay				General Objective:		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
5	Define a topic sentence.	<ul style="list-style-type: none"> Describe a topic sentence. 		1.1 Write a topic sentence.	<ul style="list-style-type: none"> Guide student 	
6				1.2 Expand the topic sentence into a paragraph.	<ul style="list-style-type: none"> Assess the topic sentence produced 	
7				1.3 Describe a simple object in a paragraph.	<ul style="list-style-type: none"> Assess the student 	
8				1.4 Describe a simple action in a paragraph.	<ul style="list-style-type: none"> Assess the action paragraph 	

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9				1.5 Describe a process in a paragraph.	<ul style="list-style-type: none">• Guide student	
10				1.6 Develop an outline into an essay.	<ul style="list-style-type: none">• Assist the student	
11-12				1.7 Write essays on various topics.	<ul style="list-style-type: none">• Grade the essays produced.	

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PROGRAMME	:	NATIONAL VOCATIONAL CERTIFICATE
COURSE	:	LITERATURE II
CODE	:	CSK 303
DURATION	:	ONE TERM
UNITS	:	2
Course Main Aim/Goal	:	This course is designed to enhance the student's appreciation of literary texts.

GENERAL OBJECTIVES: On completion of the course the student should:

- 1.0 Know how to analyze the theme of a literary text.**
- 2.0 Know how to analyze the plot of a literary text.**
- 3.0 Know how to appreciate a poem.**
- 4.0 Know how to explain figures of speech in a text.**

NVC Communication Skills Common Courses (Draft)

PROGRAMMES: NATIONAL VOCATIONAL CERTIFICATE						
Course: Literature II		COURSE CODE: CSK 303		CONTACT HOURS: 2		
Theoretical content				Practical Content		
General Objective: 1.0 Know how to analyze the theme of a literary text.				General Objective:		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
1-3	1.1 Define a theme	<ul style="list-style-type: none"> Define a theme 				
	1.2 Identify the theme of a literary text.	<ul style="list-style-type: none"> Identify the theme of a literary text. 	Suitable text(s)			
	1.3 Explain the theme of a literary text.	<ul style="list-style-type: none"> Describe the theme of a literary text. 	Suitable text(s)			
				1.4 Analyze the atmosphere (feeling) produced by a literary text.	<ul style="list-style-type: none"> Assist the student 	
General Objective:2.0 Know how to analyze the plot of a literary text.				General Objective:		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
4-6	2.1 Define a plot.	<ul style="list-style-type: none"> Describe a plot 				
	2.2 Describe the plot of a literary text.	<ul style="list-style-type: none"> Describe the plot of a literary text. 	<ul style="list-style-type: none"> Suitable text(s) 			
	2.3 Analyze the characters in a given literary text.	<ul style="list-style-type: none"> Analyze the characters in a given literary text. 	<ul style="list-style-type: none"> Suitable text(s) 			

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General Objective: 3.0 Know how to appreciate a poem.				General Objective:		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
7-9	3.1 Define poetry.	<ul style="list-style-type: none"> Describe poetry 				
	3.2 Explain rhythm.	<ul style="list-style-type: none"> Describe rhythm 				
	3.3 Explain rhyme	<ul style="list-style-type: none"> Explain rhyme 				
				3.1 Analyze the rhyme scheme in given poems.	<ul style="list-style-type: none"> Grade the poems 	
General Objective:4.0 Know how to explain figures of speech in a text.				General Objective:		
WEEK	Specific Learning Outcome	Teacher's Activities	Learning Resources	Specific Learning objective	Teachers Activities	Learning Resources
10-12	4.1 Explain different figures of speech.	<ul style="list-style-type: none"> Explain figures of speech. 				
	4.2 Identify figures of speech in a given text.	<ul style="list-style-type: none"> Identify figures of speech on a given text. 				
				4.3 Analyze the effects created by figures of speech in a text.	<ul style="list-style-type: none"> Assist students 	

CRITIQUE WORKSHOP PARTICIPANTS

- | | | |
|---------------------------------|------------|---|
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