

**Government of Punjab
Department of School Education**

To

All School Heads
In the State of Punjab

Memo No.: SCERT/SSA/Punjab/2019215088-215909
Dated: 29.07.19.

Sub: Spoken English and improvement of Learning Levels of English.

1.0 During the recent meetings held with the School heads, teachers and other stake holders within the Department including the parents, a need was felt that the learning levels of students particularly in English need to be improved substantially.

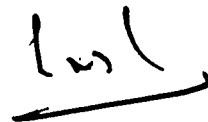
2.0 For this purpose, the Department organized specific training programmes. During these meetings and brain storming sessions a few more suggestions were given particularly on the spoken English. Some of the suggestions given by the teachers in improvement of spoken English are summarized as given below. School Heads may kindly go through these suggestions and try to replicate in their schools to sensitize the teachers teaching English in particular and other teachers and the staff in general.

- (i) Morning assemblies may be used as an occasion for the students to speak English. Students may be asked to prepare one minute speech or 2 minute speech on any topic. This will make the students comfortable in speaking English.
- (ii) The Department has already identified the most commonly used sentences for the help of School Heads and the students. These conversable sentences may be used extensively to make the students familiar with the language.
- (iii) In every class a student may be identified as a **Star of the Week** based on some criteria. The criteria may be decided by the School Heads/Teachers.

- (iv) 'Show and Tell activity' should be conducted in the period of English subject. This activity is available on whatsapp group of teachers.
- (v) Picture Description, Role Play, Poem Recitation should be the part of English curriculum. These activities can be conducted in rotation.
- (vi) Good activities on spoken English in the school must be shared on 'WhatsApp' and 'Telegram group' so that other schools can also be motivated.
- (vii) School Heads, DMs, BMs and teachers should together create an environment for spoken English.
- (viii) To enhance the Vocabulary, students may be asked to make a list of words in the surrounding areas. This will give confidence among students.
- (ix) The teacher should conduct activities mentioned in English Manuals and provided during training programmes.
- (x) English animated series have been telecast by the Department to encourage students to speak in English. The teacher should be present along with the students during the telecast.

3.0 It is reiterated that the spoken English can help a lot in increasing enrollment in the Government schools as it is evident during this year's enrollment. This can be made possible only if the School Heads, Teachers and all other staff including the teaching and non teaching work together to achieve the objectives. Department is of the view that with the active involvement on the part of all under the leadership of School Head will deliver the desired results.

4.0 It is clarified that the above is not at cost of our mother tongue i.e. Punjabi.



**Secretary School Education
Punjab**