

COMMUNICATIVE ENGLISH

FOR THOSE WHO HAVE JOINED FROM THE ACADEMIC YEAR 2021-22 ONWARDS
ADDITIONAL CREDIT COURSE
[COMMON FOR ALL UG COURSES]

Sem		Part	Subject	Subject Code	6 th Hr.	Adl. Cr.	Exam (Hrs)	Marks Allotted	
								Int.	Ext.
I		ACC	Communicative English – I	-	2	-	-	-	-
II	01	ACC	Communicative English – I	218003201	2	1	3	25	75
III		ACC	Communicative English – II	-	2	-	-	-	-
IV	02	ACC	Communicative English – II	218003401	2	1	3	25	75
V		ACC	Communicative English – III	-	2	-	-	-	-
VI	03	ACC	Communicative English – III	218003601	2	1	3	25	75

Addl. Cre. Course

**COMMUNICATIVE ENGLISH-I
(I YEAR)**

Code: 218003201

**2 Hrs/Week
Credits 1**

PREAMBLE:

- *To communicate effectively and appropriately in day to day life.*
- *To use English effectively for study purpose across the educational curriculum.*
- *To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking, Writing*

UNIT- I: Aspects of Communication [12 Hrs]

Importance of Communication
Process of Communication
Technical Communication Skills
7C's of Communication
Forms of Communication (Verbal and Non-Verbal)
Barriers of Communication.

UNIT- II: Listening Skills [12 Hrs]

Listening to Words (Homophones and Homonyms)
Listening to Conversation and Stories
Listening and Note taking

UNIT- III: Speaking Skills [12 Hrs]

Identifying IPA Sounds- Vowels and Consonants
The Speech Process- Delivering Short Speeches- Speeches for Special Occasion.
English in Situation- Introducing oneself and seeking Introduction- Asking and Giving Directions- Making Enquiries- (At the Post Office, Bank, Railway Station, Customer Care).
Public Speaking and Oral Presentation

UNIT- IV: Reading Skills [12 Hrs]

Reading – A Communicative process
Reading Techniques: Skimming and Scanning Skills
Reading Strategies- Vocabulary Skills- Word Meaning Recognition- Guessing the Meaning from Word Structure and context

UNIT-V: Writing Skills [12 Hrs]

Mechanics of Writing
Word Formation
Words Often Confused
Letter Writing- (Bonafide, Apology, Permission, Thanking)
Free Composition (Describing, Narrating any Scene or Event from everyday life)

TEXT BOOK:

1. Training Manual Prepared by The Department of Communicative English

REFERENCE BOOKS:

01. Das B.K. A Remedial Course in English, Book I, CIEFL (OUP), 1980.2. Raymond Murphy, Essential English Grammar, Cambridge University press, 1992.
02. Mohan Krishna, and Meer Banerji. Developing Communication Skills. 2nd Ed., Macmillan Publishers, New Delhi, 2009.
03. Kumar Sanjay, and Pushp Lata. Communication Skills. 2nd Ed., Oxford University Press, New Delhi, 2015.
04. Rizvi M Ashraf. Effective Technical Communication. Tata McGraw Hill Publishing Company Limited, New Delhi, 2007.
05. Dr. Venkatesh S. English for Elegance and Excellence, Shanlax Publication, Madurai, 2020.
06. Pal Rajendra, Prem Lata Suri and Snigdha Budhiraja. English Grammar and Composition. Sultan Chand & Sons (P) LTD, 2019.

Addl. Credit Course

**COMMUNICATIVE ENGLISH – II
(II YEAR)**

**Code: 218003401
2 Hrs / Week**

Credits 1

Preamble:

- ✍ *Students get a comprehensive idea about LSRW.*
- ✍ *To help students to learn and get practical knowledge in the fundamentals of business communication.*
- ✍ *To familiarize the learners with all the basic concepts and components of different genres of creative writing.*
- ✍ *To develop their critical and analytical skills in appreciating works written by peers.*

Aims:

- ✍ *To make the learners use language effectively in academic /work contexts.*
- ✍ *To listen and comprehend the LSRW skills and soft skills.*
- ✍ *To make the learners develop abilities to critically reflect on other's writings from different angles.*
- ✍ *To speak fluently and accurately in formal and informal communicative contexts.*
To express learners opinions effectively in both oral and written medium of communication.

UNIT –I : Communicative Competence

[12 Hrs]

Conversational English: Inviting, Congratulating, Apologizing, Consoling
Techniques of Reading: Intensive Reading, Extensive Reading &
Inferential Reading - SQ3R Method
Free Writing - Expansion of proverb – Developing a story
Tidbits in English

UNIT – II : Technical Language Development

[12 Hrs]

Narrating personal Experience and Events – Techniques to eliminate
Mother tongue influence (MTI)
Sociogram, Newspaper Articles
Paraphrase: Changing word order - changing word clause & vocabulary
substitution
Collocations – Fixed / Semi-Fixed Expressions

UNIT – III : Cognition and Communication

[12 Hrs]

Listening Comprehension
Pictosition (Picture Composition) - Extempore - Dictionary usage for
correct pronunciation

Reading biographies & travelogue

Notices, Memorandum

Word Games – Vocabulary building

UNIT – IV : Creativity and Imagination

[12 Hrs]

Listen to a product description – Telephone Etiquettes - Telephonic Conversation

Role Play, Turn coat

Comprehension Passage : Differentiate between Facts and opinions

Compare and contrast -Creating Advertisement & Slogan Writing

Jargon – Unfamiliar terms – Abstract words – Nonexistent terms –

Acronyms – Abbreviations.

UNIT – V :

[12 Hrs]

Listening to Ted Talks / Podcasts – Educational and Motivational Videos

Small Talk - Interviewing a celebrity

Critical reading towards critical thinking – Misplaced and Dangling modifiers

Book and Movie Review

Content vs. Function Words – Cause and Effect Expressions

TEXT BOOK:

01.Training Manual Prepared by The Department of Communicative English.

REFERENCE BOOKS:

1. Raman ,Meenakshi and Sangeeta Sharma, *Technical Communication – Principles and Practices*, Oxford UP, 2016.
2. Kulbhusan, R S Salaria and Khanna. *Effective Communication Skill*, Oxford Publishing House, 2018.
3. Kumar , Sanjay and Pushp Lata, *Communication Skills*, ed. 2, Oxford University Press, 2015.
4. Venkatesh, S, *English for Elegance and Excellence*, Shanlax Publications, 2020.
5. Mohan, Krishna and Meena Banerji, *Developing Communication Skills*. Trinity Press, 2018.

WEB RESOURCES

1. <https://www.ted.com/talks>
2. <https://www.fluentu.com/blog/english/esl-english-podcasts/>
3. <https://www.youtube.com/c/TED/videos>

Addl. Credit Course

**COMMUNICATIVE ENGLISH – III
(III YEAR)**

Code: 218003601

2 Hrs / Week

Addl.Credits 1

Preamble:

- *To enable the students to apply their technical skills in variety of jobs.*
- *To empower the students to develop their English fluency and Soft Skills.*
- *To familiarize the knowledge of techniques in business correspondence.*
- *To enhance their analytical and logical reasoning skills.*

Aims:

- *To equip them with speaking and writing skills needed for academic as well as work place contexts.*
- *To make them to prepare a creative resume and effective presentation skills.*
- *To build their self-esteem to face interviews and group discussions.*

UNIT-I: English for Employability

[15 Hrs]

1. Self introduction
2. Resume & cover letter : fresher's resume, strategies of resume, modern resume
3. Group Discussion: Non-verbal communication in GD- Do's and Don'ts- Types of GD- Mock GD.
4. Interview skills – Star technique, open and close ended questions- Types of Interviews, preparing for interviews, facing interviews, reviewing performance, participating in mock interviews.

UNIT-II: English and soft skills

[10 Hrs]

1. Classification of soft skills:
 - a. Personal traits: Attitude and Thought management
 - b. Inter personal traits: Problem Solving- Leadership qualities
2. SWOT & SWOC analysis and Case study
3. Classification of Etiquettes : Professional-Personal- Meeting- Work
4. Stress management- Five Stress Management Strategies

UNIT-III: Professional Skills

[12 Hrs]

1. Negotiation Skills
2. Business Letter: Sales- order – Complaint- Enquiry and E-mail writing
3. Telephonic skills – 7P's of telephonic communication – Telephonic conversation
4. Presentation skills

UNIT-IV: English for Empowerment

[10 Hrs]

1. Idioms and phrases
2. Words used in different parts of speech
3. Framing question
4. Reading comprehension: Paragraph Summary, Jumbled Paragraphs, Logic and Application - based

UNIT-V: Aptitude

[13 Hrs]

1. Logical and analytical reasoning
2. Syllogism
3. Error detection
4. Phrasal verbs
5. Subject -verb agreement

TEXT BOOK:

01. Training Manual prepared by the Department of communicative English.

REFERENCES:

01. Raman, Meenakshi and sangeeta Sharma, *Technical communication- Principles and Practices*. Oxford UP, 2016.
02. Kumar, Sanjay and Pushp Lata, *Communication Skills*. Oxford University Press, 2015.
03. Gupta, Seema *Soft Skills, Interpersonal and Intrapersonal Skills Development*. V&S Publishers, New Delhi.
04. Capt. Kalia, *Verbal Ability and Reading Comprehension for CAT*. Wiley India Pvt. Ltd, New Delhi, 2020.
05. Sen, Leena, *Communication Skills*. PHI Learning Pvt. Ltd, 2019.
06. Pal, Rajendra, Prem Lata Suri and Snigdha Budhiraja, *English Grammar and Composition*. Sultan Chand Educational Publishers, 2019.