

ENGLISH FOR COMMUNICATION-I

Sem	Subject Code	Category	Lecture		Theory		Practical	Credit
			Hrs P/W	Hrs P/Sem	Hrs P/W	Hrs P/Sem		
III		Non-Major-I	2	30	2	30	-	2

COURSE OBJECTIVES:

- To improve the ability of the students to communicate effectively in English.
- To impart the necessary language and soft skills that would be beneficial in their various professions.

COURSE OUTCOMES:

On the successful completion of the course students will be able to,

CO Number	CO Statement	Knowledge Level (K1-K5)
CO1	To know the basic theories of human communication and the importance of soft skills and its uses in day to day life.	K1
CO2	Understand the various nuances in communication skills and execute the same in interpersonal, group and public speaking context.	K2
CO3	To apply the above knowledge in personal and public speaking context and write effective resumes, emails and other business documents.	K3
CO4	Analyze how the perception of verbal and nonverbal messages influences the culture, behaviour and responses of an individual in various social contexts.	K4
CO5	Evaluate and create professional documents for both personal and business purposes. Execute professional conversations at work place.	K5

MAPPING WITH PROGRAMME OUTCOMES

COS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	S
CO2	S	S	M	S	M
CO3	M	M	S	S	M
CO4	M	S	S	S	S
CO5	S	S	S	M	S

S- Strong; M – Medium;

SYLLABUS

UNIT I ELEMENTS Of COMMUNICATION

6 hrs

Communication Process

Models of Communication

Factors influencing communication,

Barriers of communication.

UNIT II VERBAL AND NON - VERBAL COMMUNICATION

6 hrs

Eye contact, Gestures, Postures, Body Language.

Listening, speaking, Reading and Writing.

Visualizations

- a) Picture charts
- b) Graphs
- c) Tables
- d) Diagrams

UNIT III SOUNDS OF ENGLISH

6 hrs

Consonants, Vowels, Diphthongs

Phonetic alphabet and phonemic transcription.

UNIT IV GENERAL AND BUSINESS COMMUNICATION**6 hrs**

Resume writing

Covering letter

Email writing

Greeting, Accepting – Rejecting, Apologizing, Negotiating,
Congratulating.**UNIT V CONVERSATIONAL STRATEGIES****6 hrs**

Everyday conversations

Telephone Etiquette, Telephone conversations

How to attend an interview

Group Discussions

Presentation skills

Total No. of. Hours:30**TEACHING METHODOLOGY**

- Classroom Lectures
- PowerPoint Presentation
- Seminars
- Assignments
- Test

TEXT BOOKS:

S.NO	AUTHORS	TITLE	PUBLISHERS	YEAR
1.	J. C. Nesfield	Advanced English Grammar and Usage	Macmillan	2002
2.	Sanjay Kumar	Effective communication skills	Pearson publishers	2011
3.	James Storey	The secrets of Writing	Lifestyle	2016

		a resume that is guaranteed.	imitation	
4.	Rama Shankar Shukla	All letters, applications, business letters, emails	Roche publishing	2019

BOOKS FOR REFERENCE:

S.NO	AUTHORS	TITLE	PUBLISHERS	YEAR OF PUBLICATION
1	Adair, John	Effective communication.	Macmillan Ltd	2003
2	Cratz, Alby, Robinson	Effective Listening Skills.	Irwin Professional	1995
3.	Amar, Julie	Handling Tough Job Interviews	Jaico Publications	2002
4.	Bonet, Diana	The Business of Listening	New Delhi Viva Books	2004
5.	Brown, Michele	How to Interview and be Interviewed	London Sheldon Press	1994
6.	Hasson, Gill	Brilliant Communication Skills	Pearson Education	2012
7.	Prasad, H.M.	How to Prepare for Group Discussions and interviews	Tata McGraw-Hill	2001
8.	Tuhovsky, Tan	Science of Effective Communication	Create Space Independent Pubs.	2017
9.	Brahmi, Mohamed	Pronounce it Right	Asian Pubs	2019
10.	Scott, Bennet	The Element of Resume Style	Amacon pub	2014

WEB SOURCES:

1. <https://networketiquette.net/en/>

2. http://users3.ev1net/~pamthompson/body_language.htm
3. <https://www.indiabix.com/hr-interview/tell-me-about-yourself/>
4. <http://www.englishdaily625.com/c-errors.php>
5. <http://www.indiabix.com/group-discussion/topic-with-answers>
6. <http://www.dailywritingtips.com/>

Video Lectures

1. Learn English Communication
2. Best English and Grammar
3. Ways to improve English immediately

Course Designer

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