

ENG11053	English Communication	L	T	P	C
Version 1.0	Contact Hours - 45	3	0	0	3
Pre-requisites/Exposure	12th level English				
Co-requisites	--				

Course Objectives:

- To know the importance and techniques of communication skills in order to improve professional skills
- To enhance the knowledge of the students on vocabulary, syntax, and grammatical skills
- To improve writing skills by applying writing techniques, tools in practice sessions
- To achieve an overall enhancement in terms of reading, listening and speaking

Course Outcomes:

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

CO1. Understand basics of communication processes and to know the practical implications and its challenges at the workplace

CO2. Spell out the practical uses of English grammar and to use grammar correctly and unambiguously.

CO3. Demonstrate different formats of business communication like reports, letters, and other technical writings

CO4. Develop competence in speaking, reading, listening and writing in English.

Course Description:

Effective communication is one of the basic requirements of a successful career. Both verbal and nonverbal communication is important to exchange ideas among the employees within the organization and outside the organization as well. In this course, the focus will be on improving LSRW skills, i.e. listening, speaking, reading and writing. Students will learn how to communicate effectively through prescribed syllabus. Classroom activities will be designed to encourage students to play an active role in the construction of their own knowledge and in the design of their own learning strategies. We will combine traditional lectures with other active teaching methodologies, such as group discussions, role play, small skit enactments, analysis of video scenes and debates. Class participation is a fundamental aspect of this course. Students will be encouraged to actively take part in all group activities and to give an oral group presentation. Students will be expected to interact with media resources, such as, web sites, videos, DVDs, and newspapers etc.

Course Content:

Units	Lecture Hours
Module-I: Communication Level 1: Basics of Communication, Means of Communication, Barriers of Communication	6
Module-II: Grammar and Syntax Level 1: Tense: types and uses, Idioms, One Word Substitutes, Discussion on the use of Articles and related exercises, Discussion on the use of Prepositions and related exercises, Exercises on Sentence –Making (Syntax), Practice exercises on Voice change, Class Exercises on Synonyms and Antonyms.	6
Module-III: Reading and Listening Skills Level 1: Introduction to listening skills: purposes and practice, Discussion on types of listening: difference between listening and hearing, Active listening: introduction listening exercises, Elementary level listening exercise, Intermediate level listening exercise, Advance level listening exercise, Introduction to Reading Skills, Strategies of reading, Skimming, Scanning and Summarizing, Comprehension exercises.	6
Module-IV: Speaking Skills Level 1: Introduction to Speaking Skills: Mother tongue influence, Discussion on various kinds of narrative styles and techniques: Welcome speech, Vote of Thanks, Farewell Speech, Debate and Elocution, Class Exercises on Descriptive narration, Practical Exercises on Narration styles, Presentation of small skits, Practicing Extempore in the class, Mock practices of Group discussion, Practicing speaking in pairs, Mock practice of job interviews.	6
Module-V: Writing Skills Level 1: Business letters: definition, types and format, Practice exercises, Business reports: definition, types and format, Practice exercises, CV and Application letters: types and formats, Practice exercises, Compositions: Essays, precis paragraph writing	6

Text Books:

- Kaul Asha. Effective Business Communication. PHI Learning Pvt Ltd. 2014.
- Wren and Martin. High School Grammar And Composition. S. Chand, 1995.
- Gupta, A. English Reading Comprehension. Ramesh Publishing House, 2009.

Reference Books:

- Lewis, Norman. Word Power Made Easy. Anchor: 2014.
- Riordan, Daniel G & Pauley Steven A. :Technical Report Writing Today. 2004.
- Hamp-Lyons and Heasley, B . Study Writing; A Course in Written English. For Academic and Professional Purposes, Cambridge Univ. Press, 2006.
- Quirk R., Greenbaum S., Leech G., and Svartik, J. A Comprehensive Grammar of the English language, Longman:London, 1985.
- Balasubramaniam, T. A Textbook of English Phonetics for Indian Students. Macmillan: 2012.

Relationship between Course Outcomes (COs) and Program Outcomes (POs):

1=weakly mapped; 2= moderately mapped; 3=strongly mapped

Course Code	Course Name	COs	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PS O1	PS O2	PS O3
ENG11053	English Communication	CO11053.1	3	2	1	3	2	2	3	-	3	3	-	2	1	1	1
ENG11053	English Communication	CO110	1	3	2	1	3	2	3	-	1	2	-	2	1	2	2

		53.2															
		CO11053.3	2	1	1	2	3	3	2	3	2	-	-	3	1	1	1
		CO11053.4	2	2	1	1	1	1	3	2	2	-	-	3	1	2	3
		CO11053	2.0	2.0	1.25	1.75	2.25	2.0	2.75	2.5	2.0	2.5	-	2.5	1.0	1.5	1.75