

English Communication

AECC 2nd/3rd/4th SEMESTER

3 CREDITS

(Full Marks: 100)

Course Statement:

The aim of this course is to help students become familiar with nuances of grammar, and build confidence in them that grammar is learnable. The course also helps learners become aware of language, its dependence on grammar and the variety it exhibits. This course will be offered under four headings as given below:

- A. Grammar
- B. Listening and Speaking
- C. Basics of Reading
- D. Basics of Writing

Course Level Learning Outcomes

- i) Identify non-standard use of English both in written and spoken forms
- ii) Recognize the errors of usage and correct them
- iii) Recognize students' ability to improve their own competence in using the language
- iv) Understand and appreciate English spoken by people from different regions
- v) Use language for speaking with confidence in an intelligible and acceptable manner
- vi) Understand the importance of reading for life
- vii) Develop an interest for reading
- viii) Read independently unfamiliar texts with comprehension
- ix) Understand the importance of writing in academic life
- x) Write simple sentences without committing errors of spelling and grammar

Course Content

Unit-I: Major Basic Grammatical Categories in English

Notion of correctness and attitude to error correction in sentences with practice exercises:

- i) Simple sentences [use of primary auxiliary] and Descriptive Sentences
- ii) Expressing possibilities and probabilities: [Use of can, may etc]
- iii) Expressing future plans, goals, expectations and declarations [shall/will]
- iv) Expressing obligations, duties, responsibilities [should, ought, might]
- v) Expressing possessions [use of have/has/had]
- vi) Subject-Verb Agreement, Art, modal verbs, articles, Prepositions, Modal Verbs, Active and Passive Voice
- vii) Sentences: Declarative, Interrogative, Imperative, Exclamatory
- viii) Types of Questions (Wh- , Yes-No, Tag)


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Unit-II:

Introduction to Reading Skills

- i) Introducing different types of texts – narrative, descriptive, extrapolative;
- ii) Reading and Comprehension of different types of texts stated above

Unit III

Introduction to Writing Skills

Technical Writing

I: Report Writing

- i) News report writing, project report design and writing, event reporting
- ii) Use of language in formal reportage

II. Academic Writing in English:

- i) Abstract Writing
- ii) Proposal Abstract Formats, Research Article Abstracts, Keywords
- iii) Effective and economical use of language in scientific abstract writing

Unit IV: Official Communication

I. Letter Writing

- Official letter writing format and Use of the passive voice in letter writing
- Use of formal English in official letters
- Letters making request, Joining letters, Letters of Invitation, etc
- Email-letter communication to Faculties/Universities abroad
- Use of the tentative register in English towards effective scientific communication
- Impersonal language skills

II. CV drafting

- CV Format, Quantitative and Qualitative data, the notion of the dynamic CV.
- Cover letter writing

Internal Assessment may be based on the following areas:

- i) Importance of listening skills, problems of listening to unfamiliar dialects,
- ii) Aspects of pronunciation and fluency in speaking
- iii) Intelligibility in speaking to be tested in short seminar presentations

Suggested Reading

- i) Acevedo and Gower M (1999): Reading and Writing Skills, London, Longman
- ii) Raymond Murphy: Essential English Grammar, CUP
- iii) Eastwood, John (2008). Oxford Practice Grammar. Oxford, OUP
- iv) Hadfield, Chris and J Hadfield (2008). Reading Games. London, Longman
- v) Saraswati, V (2005). Organized Writing I. Hyderabad, Orient Blackswan


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PERSONAL COMMUNICATION
AEC- (2 Credits): Full Marks: 100
NEP 2020 Undergraduate 5th Semester

Course Outcomes

To develop personal communication skills for entrepreneurial competence in students to brave the emerging challenges in the professional sphere

To equip the students with required skills to write, edit and present reports & projects

To prepare them for interviews and group discussion

To learn to communicate technical information to non-technical audience

To aid the students in personality development

To equip the students with nonverbal communication skills towards effective communication

UNIT I

Soft Skills

1. Conversational Strategies:

- How to give Introductions, Use of Lubricants, Effective communicating with teachers, researchers and resource persons, relationship building

- Use of Lubricants and Etiquette in smooth communication

2. Nonverbal Communication and Body Language

- Basics of Nonverbal communication, smiling, use of gestures, posture, dressing etc

UNIT II

Group Discussion

- Strategies of launching a GD, Confidence building measures.

- Bridging dialogues, Concluding

UNIT III

Interview Skills

- Use of Modules in Interview Preparation and Body language

- Interview conversation Strategies


Unit IV

Presentation Skills

- Use of the transcript, Academic Presentation strategies, PPT, Use of multimedia.

Recommended Reading:

1. Keval J. Kumar, Mass Communication in India, Jaico Publishing House
2. Gill Brandston, Roy Stafford, The Media Student's Book, Routledge.
3. Stephen M. Croucher, Understanding Communication Theory: A Beginner's Guide, Taylor and Francis


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