

MNG -107
ENGLISH COMMUNICATION SKILLS
Credit- 3: Class Hours - 35

Objectives:

1. To develop the communication skills of the students
2. To encourage the students to make correct usage of English with an emphasis on Listening, Speaking, Reading and Writing skills
3. To familiarize the students with professional communication.

Module – I : Basics of Communication:

Importance of communication, Communication elements and process, General communication and business communication, Information Gap principle, Turn-taking, Awareness of Filters & Barriers & Strategies for overcoming them, Verbal and non-verbal communication, Principles of effective communication, Communication network in an organization

Module – II: Communication through English

The importance of communication through English at the present time, Plain English. Bias free English, Formal / Informal language use in appropriate contexts. The Sounds of English: Vowels and consonants, IPA symbols, Syllables, Stress and Intonation.

Module - III: Major Language Skills (LSRW)

Listening: Importance, Active & passive listening, barriers, strategies for improving listening skills.

Speaking: Characteristics of Effective Speech-Clear articulation; Rate of speaking; Voice quality; Eye Contact; Relevance of content for the audience

Reading Developing reading skills of skimming and scanning; predicting, guessing them leaning fun familiar words, inferring; reading critically, taking notes.

Writing: the characteristics of effective writing, clear organization and structuring of ideas, summarizing, clarity of language, stylistic variation, précis writing, paragraph writing.

Module – IV Functional English Grammar

English Verbs, Tenses, Subject-verb concord, Negation, Interrogation Parallel structure, Modifiers, Clause and Its types, Punctuation.

Conversations, Dialogues and Debates:

Purpose and features of good conversations, tips for improving conversations, situational dialogues and role plays, Features of a good debate and how to prepare for it.

Module – V: The concerned faculty shall have the liberty to define the course contents under this module and teach students accordingly.

Reference Books

1. Communication Skills, Sanjay Kumar & Pushpa Lata, Oxford
2. An introduction to Professional English and Soft Skills: Das et al, BPUT TextBook.CUP.
3. Better English Pronunciation, J.D.O. Connor (Cambridge)

4.A University Grammar of English, Quirketal, Pearson

5.Business communication, C.S.G. Krishnamacharyulu & Lalitha Ramakrishnan

6. Soft Skills – K. Alex , S Chand