

## COMMUNICATIVE ENGLISH

### THEORY

2 hours / week

#### Module-I: The elements of communication

The importance of communication through English at the present time

The process of communication and factors that influence communication : sender, receiver, channel, code, topic, message, context, feedback, 'noise', filters and barriers

The importance of audience and purpose

The information gap principle : given and new information ; information overload

Verbal and non-verbal communication : body language

Comparing general communication and business communication

#### Module-II:

vowels, diphthongs, consonants, consonant clusters

the International Phonetic Alphabet (IPA) ; phonemic transcription

problem sounds

syllable division and word stress

sentence rhythm and weak forms

#### Module-III

contrastive stress in sentences to highlight different words

intonation : falling, rising and falling-rising tunes

varieties of Spoken English : Standard Indian, American and British

Note: Module – II and Module - III should be taught in a simple, non-technical manner, avoiding technical terms as far as possible. )

#### Module- IV

stative and dynamic verbs

the auxiliary system ; finite and non-finite verbs

time, tense and aspect

voice: active and passive

modality

#### Module- V

negation

Interrogation ; reported and tag questions

conditionals

concord

Phrasal verbs

(Note The teaching of grammar should be treated as a diagnostic and remedial activity and integrated with communication practice. The areas of grammar in which errors are common should receive special attention when selecting items for review. Teaching need not be confined to the topics listed above.)

Books recommended:

1. An Introduction to Professional English and Soft Skills by B.K.Das et al., Cambridge University Press. (Facilitated by BPUT).