

1 <sup>st</sup> Semester	16IMN101	English Language Communication - I	L-T-P 4-0-0	4 Credits	35 hrs
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**Module 1 Basics of Communication**

Communication elements and process, the importance of Purpose and Audience profile; Awareness of Filters& Barriers& Strategies for overcoming them, Verbal and non-verbal communication, Principles of effective communication, Communication network in an organization.

**Module 2: Listening & Speaking**

**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  
The Sounds of English, IPA symbols, The Syllable-Rules for counting the syllables, dividing words into syllables, Reasons for Incorrect Pronunciation  
Stress and Intonation –word stress, Rules for intonation.

**Module – 3: Reading & Writing.**

**Reading :** Developing reading skills of skimming and scanning ; predicting, guessing the meaning of unfamiliar words, inferring ; reading critically, taking notes, Improving Comprehension skills along with exercises

**Writing:** The characteristics of effective writing, clear organization and structuring of ideas, summarizing, clarity of language, stylistic variation, précis writing, paragraph writing along with exercises.

**Module 4: Grammar**

English verbs; Tenses, Modals; Subject-verb concord, Negation; Interrogation: Clause and its types, Punctuation Marks.

**Books:**

- Communication Skills, Sanjay Kumar & Pushpa Lata, Oxford
- An introduction to Professional English and Soft Skills: Das et al, BPUT Text Book.
- Better English Pronunciation, J.D.O.Connor (Cambridge)
- A University Grammar of English , Quirk et al, Pearson