

AH173 COMMUNICATIVE ENGLISH (1-0-2)

This is a practice-oriented, need-based, functional-communicative course. It seeks to develop the student's skills of communication in listening, speaking and writing. Reading, though formally not included, is still a recommended activity. The student is advised to cultivate the habit of reading newspapers, magazines and books in a free, extensive manner to consolidate the skills already achieved. A more interactive process of teaching/learning is called for in order to achieve the skills of effective communication.

Specific Objectives

The course attempts to Familiarize the student with the sounds of English in a nutshell, particularly long and short vowels,

some consonants, stress and intonation.

Provide adequate listening and speaking practice so that the learner can speak with ease, fluency and reasonable clarity in common everyday situations and on formal occasions.

Use grammar in meaningful contexts.

Things with words, i.e. to perform functions like ordering, requesting, inviting and so on

Module –I

Communication (6 hours)

Verbal and non-verbal spoken and written

Language functions-descriptive, expressive and social

To inform, enquire, attract, influence, regulate and entertain

Bias-free and plain English

Format and informal style

Module-II

WRITING-I (7 hours)

Paragraph writing - topic sentence, cohesion and coherence - sentence linkers (so, but, however etc.).

Preparation of a business report - writing a business proposal - format, length, structure

Module-III

WRITING-II (7 hours)

Preparing notes - writing business letters and E-Mail messages

Documentation: References, notes and bibliographies.

Module-IV

WRITING-III (7 hours)

Writing a curriculum vitae (both chronological and functional) along with an application for a job.

Public relations - concept and relevance - PR in a business organization - handling the media.

Meeting and presentation (9 hours)

Organizing a meeting, preparing an agenda, chairing a meeting drafting resolutions, writing minutes.

Making an oral Presentation

Facing an interview