

HM 3101 English Communication Skills (2-0-0)
(Theory)

Module-I The elements of communication (6 hours)

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 The sounds of English (14 hours)

vowels, diphthongs, consonants, consonant clusters
the International Phonetic Alphabet (IPA) ; phonemic transcription
problem sounds
syllable division and word stress
sentence rhythm and weak forms
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 : This unit should be taught in a simple, non-technical manner, avoiding technical terms as far as possible.)

Module-III Review of English grammar (10 hours)

stative and dynamic verbs
the auxiliary system ; finite and non-finite verbs
time, tense and aspect
voice: active and passive
modality
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).