

RCE1E001 Communicative English 2-0-0

Course Objectives:

- To enhance the Listening, Speaking, Reading and Writing skills of the students.
- To make the students Industry-ready.

Module 1

Introduction to 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

Verbal and non-verbal communication

Listening Skills: Importance and types of Listening

Identifying and rectifying common errors: Subject-verb agreement,

Noun/ Pronoun/ Articles/ Prepositions Usage, Word choice

Vocabulary Building

Module 2

The sounds of English (6 hours)

The International Phonetic Alphabet (IPA); Vowels, diphthongs, consonants, consonant clusters; phonemic transcription;

Syllable division and word stress; sentence rhythm and weak forms, contrastive stress

Intonation: falling, rising and falling-rising tunes

Problem sounds in cultural contexts (Indian context)

Module 3

Workplace Communication (6 hours)

Communication challenges in culturally diverse workforce; Ethics in Communication

Bias-free communication

3.2 Effective Business Presentations: Importance in workplace communication; Planning,

Preparing, Organizing, Rehearsing, and Delivering Oral presentations, Handling

Questions; Power Point Presentation

Module 4

Writing at Work (6 hours)

Business letters

Writing notices, circulars, emails.

Writing reports and Proposals

Writing CVs (for Technical Positions and Internships)

Module 5

5. Soft Skills/Life Skills (8 hours)

Body Language

Connected Speech (Intonation in Everyday Speaking and Conversation)

Types of interviews, Planning and Preparing for a Job Interview; Stages of an Interview; Mastering the art of giving interviews.

Team Management and Leadership Skills; Group Discussion; Public Speaking (Reference: Martin Luther King: I have a Dream, Vivekananda: Chicago Address, Toni Morrison: Noble Prize Acceptance Speech)