

Course Title: Communication Skills
Course Instructors: Dr. Srirupa Chatterjee
Credits: 1
Level: UG
Course Number: LA1760

Course Description: This course aims to familiarize the student with varieties of methodological and technical approaches to communication in English language. The course proposes to develop skills such as oral and written presentation, argumentation, composition, and technical reporting in students. Further, it seeks to help the student learn effective strategies and skills for academic and professional written and oral communication.

Reading List

- Cook, Claire Kehrwald. *Line by Line: How to Edit your own Writing*. Boston: Houghton Mifflin Company, 1985. Print.
- Crystal, David (2017). *Making Sense: The Glamorous Story of English Grammar*. London: Profile Books.
- Graff, Gerald. *They Say I Say: The Moves that Matter in Academic Writing*. New York: W. W. Norton & Company, 2006. Print.
- Greene, John O. and Brant R. Burleson. Eds. *Handbook of Communication and Social Interaction Skills*. NJ: Lawrence Earlbaum Associates Publishers, 2008.
- Hargie, Owen. Ed. *The Handbook of Communication Skills*. East Sussex: Routledge, 2006.
- Kotzman, Mandy and Ann Kotzman. *Listen to Me Listen to You: A Step-by-Step Guide to Communication Skills Training*. Victoria: Acer Press, 2008.
- Stephenson, Tammy J., Lindsey Mayes, Elizabeth M. Combs and Kelly Webber. "Developing Communication Skills of Undergraduate Students through Innovative Teaching Approaches." *NACTA Journal*. 59.4 (December 2015): 313-318.
- Stimpson, Catherine R. "Reclaiming the Mission of Graduate Education." *The Chronicle of Higher Education*. 50.4 (June 18, 2004): B 6-8.
- Yagoda, Ben. "The Seven Deadly Sins of Student Writers." *The Chronicle Review*.
<<http://chronicle.com/weekly/v53/i03/03b01301.htm>>