

4.1 COMMUNICATION SKILLS – II

L T P

4 - 2

RATIONALE

Knowledge of English Language plays an important role in career development. This subject aims at introducing basic concepts of communication besides laying emphasis on developing listening, speaking, reading and writing skills as parts of Communication Skill.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

- Frame correct sentences with illustrations
- Comprehend the language correctly
- Interpret the language correctly
- Use given material in new situations.
- Correspond effectively using various types of writings like letters, memos etc.
- Communicate effectively in English with appropriate body language making use of correct and appropriate vocabulary and grammar in an organised set up and social context.

DETAILED CONTENTS

- | | |
|-----------------------|--------------|
| 1. Functional Grammar | (16 periods) |
| 1.1 Prepositions | |
| 1.2 Framing Questions | |
| 1.3 Conjunctions | |
| 1.4 Tenses | |

2 Reading

(16 periods)

- 2.1 Unseen Passage for Comprehension (Vocabulary enhancement - Prefixes, Suffixes, one word substitution, Synonym and Antonym) based upon the passage should be covered under this topic.

3 Writing Skill

(24 periods)

- 3.1. Correspondence
- a) Business Letters- Floating Quotations, Placing Orders, Complaint Letters.
 - b) Official Letters- Letters to Government and other Offices
- 3.2. Memos, Circular, Office Orders
- 3.3. Agenda & Minutes of Meeting
- 3.4. Report Writing

LIST OF PRACTICALS

Note: Teaching Learning Process should be focused on the use of the language in writing reports and making presentations.

Topics such as Effective listening, effective note taking, group discussions and regular presentations by the students need to be taught in a project oriented manner where the learning happens as a byproduct.

Speaking and Listening Skills

1. Debate
2. Telephonic Conversation: general etiquette for making and receiving calls
3. Offering- Responding to offers.

4. Requesting – Responding to requests
5. Congratulating
6. Exploring sympathy and condolences
7. Asking Questions- Polite Responses
8. Apologizing, forgiving
9. Complaining
10. Warning
11. Asking and giving information
12. Getting and giving permission
13. Asking for and giving opinions

INSTRUCTIONAL STRATEGY

Students should be encouraged to participate in role play and other student-centered activities in class rooms and actively participate in listening exercises

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-semester and end-semester written tests
- Actual practical work, exercises and viva-voce
- Presentation and viva-voce

RECOMMENDED BOOKS

1. Communicating Effectively in English, Book-I by RevathiSrinivas; Abhishek Publications, Chandigarh.
2. Communication Techniques and Skills by R. K. Chadha; Dhanpat Rai Publications, New Delhi.
3. High School English Grammar and Composition by Wren & Martin; S. Chand & Company Ltd., Delhi.
4. e-books/e-tools/relevant software to be used as recommended by AICTE/NITTTR, Chandigarh.

Websites for Reference: