

COMMUNICATION SKILLS

AS-101

L: 2 T: 1 P: 0 Cr: 3

COURSE OUTCOMES

1. Developing the concepts of communication skills and soft skills
2. Developing the syntactical concepts of grammar
3. Command over technical writing skills
4. Developing critical interpretation sense of literature.
5. Proficiency in language through English phonetics.

SYLLABUS

Unit-I : Art of Communication

English Communication, Technical, Verbal and Non-Verbal Communication, Barriers in Communication, Reading, Writing, Listening, Speaking; Strategies to overcome challenges in effective communication.

Unit-II : Fundamentals of English Syntax

Parts of Speech, Determiners, Use of tenses, Transformation of sentences, Active- Passive; Direct-Indirect; Simple-Compound-Complex sentences, Use of Prepositions, Discourse Markers, Subject Verb Concord, Use of Conjunctions, Use of Verbs.

Unit-III : Writing

Formal and informal letters, Demand Communication, Note Making, Report writing, Book Review, Abstracts and Research Proposals, creative writing, Email correspondence, Résumé writing, Executive summary.

Unit-IV: Vocabulary and Phonetics

Word formation, foreign roots, Suffix, Prefix, Antonyms, Synonyms, Homonyms, one word substitution, Idioms and Phrases, Acronyms, IPA Symbols, Vowels and Consonants, Place and Manner of Articulations, Phonetic transcription and Accentuation.

Unit-V : Literature

Poetry

Where the Mind is Without Fear- Rabindranath

Tagore

The Express- Stephan Spender

Amalkanti-Nirendranath Chkrabarti

Road Not taken- Robert Frost

Prose

Of Studies- Francis Bacon,

Vanishing Animals- Gerald Durrell

Old man and the Sea – E Hemmingnoy

The Child- Munshi Premchand

Soapnut Leaves- Chaaso

Text Books:

1. The Joy of Reading: Orient Blackswan Pvt. Ltd, New Delhi
2. Fluency in English: Macmillan Publishers, New Delhi
3. Intermediate Grammar Usage and Composition : M.L.Tikoo and Subramanian , Orient Blackswan Pvt. Ltd, New Delhi
4. A Text Book of English Phonetics for Indian Students: T. Balasubramanian, Macmillan Publishers, New Delhi.
5. Practical English Usage: Michael Swan, Oxford University Press.

Suggested Reading:

1. The Oxford Guide to effective writing and speaking skills: John Seely, Oxford University Press
2. English Pronouncing Dictionary: Daniel Jones, Cambridge University Press.
3. Technical communication Principles and Practice: Meenakshi Raman and Sangeeta Sharma, Oxford.