

Department of English and Foreign Language

Syllabus: 18LEH101J ENGLISH

UNIT I: INTRODUCTION TO COMMUNICATION

1. Definition and Process of Communication; 2. Types of communication – verbal and non-verbal; 3. Channels of communication; 4. Barriers to effective communication and techniques to overcome the barriers; 5. Types of communication and inter personal communication in context; 6. LSRW in effective communication; 7. Critical thinking activities related to professional communication. 8. Short written communication practice, Letter writing. (Complaint enquiry and response)

UNIT 2: REMEDIAL GRAMMAR AND VOCABULARY

1. Tense and aspects; 2. Common errors in language; 3. Connectives and correlative; 4. Framing compound and complex sentences; 5. Proper use of punctuation; 6. Changing of voice (active and passive sentence); 7. Direct and indirect speech; 8. Degree of comparison; 9. Question tags; 10. Notes on abbreviations and acronyms and initialism; 11. Idiomatic usage; 12. Parallel structure; 13. Identification of topic sentences; 14. Single sentence and external definition;

UNIT 3: DISCURSIVE AND ANALYTICAL WRITING

1. Dialogue writing in a situation or context; 2. Information Transfer Flow chart / Classification table/Bar Diagram; 3. Essay writing (Descriptive, Argumentative and analytical); 4. Writing a short review on films/books (Films to be shown in the session with critical interpretation); 5. Précis writing.

UNIT: 4 ORGANISATIONAL COMMUNICATION

1. Writing an advertisement; 2. Email writing; 3. Workplace etiquettes; 4. Work ethics; 5. Notice agenda and minutes; 6. Job application and resume; 7. Report writing (Survey, feasibility and enquiry);

UNIT 5: PROFESSIONAL WRITING AND ACADEMIC INTEGRITY

1. Writing an outline of a particular topic; 2. Notes on Plagiarism and academic integrity; 3. Art / techniques of Paraphrasing; 4. Techniques of Note making; 5. . Proposal writing; 6. Writing a project on a given topic