

Syllabus for Functional English(UG)

Discipline Specific Core Paper-4)

(DCS-4) Semester IV

Skills and Communication

(Credits: Theory-04, Practicals-02)

Objectives:

- To improve the listening and speaking skills of students to enable them to participate freely in debates, discussions etc.
- To develop the reading skills of the students to identify what is important in the text, to compare different sources of information and to read critically.
- To develop fluency in actual conversation in the English language.
- To develop the speech skills necessary for confident and intelligent participation in Group Discussions, interviews etc

Unit I: (Listening)

- Introduction to Listening
- Steps in the listening process: Barriers to Listening
- Types of Listening
- Techniques of Listening.

Unit II: (Reading)

- Introduction to Reading
- Types of texts
- Types of Reading: Skimming, Scanning, Intensive and Extensive
- Reading Comprehension: unseen passages

Unit III: (Communication)

- Introduction to communication: communication and society, need for communication, communication and language,

- Types of communication: interpersonal communication, group communication, mass communication, organisational communication,
- Barriers to communication, difference between face to face and written communication.
- Group Discussion: Do's and Don'ts of GD (Stage I: Controlled; Stage II. Guided; Stage III. Free)

Unit IV: (Soft Skills)

- Presentation Skill: Preparation, making presentation outline, effective delivery; use of signalling, signposting and listing; Use of body language and audio-visual aids, Commonly used linguistic structures of presentation.
- Job interviews: Types, preparation, general format, common techniques
- Understanding telephonic communication; Types of calls; Handling of calls; Leaving a message; making requests, asking for and giving information; agreeing and disagreeing.
- Compeering ,anchoring

Practicals:

- Intensive drilling in listening to English sounds
- Students will listen to a talk and answer questions with correct pronunciation.
- Listening to a text where some words have been omitted /replaced by pictures.
- Listening to simple English songs so as to activate students' listening competence in English.
- Practice in the reading of texts from different genres (literary and non literary).
- Exercises and tutorials on different aspects of Reading.
- Intensive training in making presentation on different topics
- Organisation of GD's, Mock interviews
- Intensive practice in using of telephone in formal settings

- Organising activities in the class involving students in compeering and anchoring

Suggested Readings:

1. Damodar,G.,Prema Kumari,D.,Ratna Shiela Mani K.,SaiLakshmy,B.,(Gen.Ed. Rajagopal G), Book for Practice in the Spoken Mode, Foundation Books ,2006.
2. P.Kiranmai Dutt,Geetha Rajeevan, Basic Communication Skills, CUP India 2007 (Part 1 only
3. V. Sasikumar,P.Kiranmai Dutt, Geetha Rajeevan, A Course In Listening & Speaking-I
CUP India 2005.
4. Miles Craven. Real Listening and Speaking. Cambridge University Press.
5. Turk Christopher. Effective Speaking. Spon press, Taylor and Francis Group. New York, 2007
6. Kamlesh Sadanand & Susheela Punitha. *Spoken English: A Foundation Course*. Part I & II. Orient Longman, 2008
7. Kenneth Anderson, Joan Maclean & Tony Lynch. *Study Speaking*. C.U.P, 2004.