

CLUSTER UNIVERSITY SRINAGAR

2nd Semester

Communicative Skills: 2 Credit Course

Unit I

- Fundamentals of Writing Skills.
- Punctuation.
- Paragraph Writing.
- Formal Letter Writing: types, format, email writing (format, types)
- James Kirkup: "No Men are Foreign"

(Vibrant English)

Unit II

- Report writing.
- Oral communication: intonation, word stress, sentence stress, pitches variation.
- Presentation and Group Discussions.
- The Romance of a Busy Broker by O' Henry.

(Vibrant English)

Suggested Reading

- English phonetics & phonology by Peter Roach.
- An introduction to professional English and soft skills by B.K. Das et al, Cambridge U.P.
- Better English Pronunciation by J.O Connor.
- English Grammar by Wren and Martin.
- English phonetics & phonology by Aslam and Kak.
- English Grammar by Martin Hewing's.