

Course Type	Course Code	Name of Course	L	T	P	Credit
IC	HSI101	Communication Skills	1	0	2	5

Course Objective

This course has been designed to provide a foundation in effective communication in English. The focus of the course is to improve the language proficiency of the students by emphasizing on the LSRW (Listening, Speaking, Reading, and Writing) skills.

Learning Outcomes

At the end of the course the students will be able to:

- Use English Language effectively in spoken and written forms.
- Comprehend the given texts and respond appropriately.
- Communicate confidently in formal and informal contexts.

Unit No.	Topics to be Covered	Lecture Hours	Practical (Lab)	Practical Hours	Learning Outcome
1	English Grammar: A Revisiting Articles; Prepositions Modal verbs; Subject-verb agreement; Tense; Types of sentences; Phrases and Clauses	1	Exercises: On articles, prepositions (fill in the blanks) Correction of sentences (error analysis) Joining of sentences & Parsing of sentences On modal verbs	2	To help students to refresh and revise the grammar
2	Importance of vocabulary building & Lexical aspects Word- Form- Meaning Synonyms & Antonyms Word formation Idioms and phrases/ Phrasal verbs Collocations Words as metaphors and images	1	Exercises: Exercises on word formation & Word games: Hangman; building words with cards; memory game, etc. Reading of Maya Angelou's " Caged Bird " Robert Frost's " After Apple-picking "	2	To help students to build their vocabulary
3	Pronunciation/ Phonetics Articulation of sounds (consonants& vowels) Syllable and consonant cluster Stress and Intonation Indian English pronunciation Received Pronunciation	1	Exercises: practice sessions on pronunciation (fricatives) Reading of Charles Dickens's <i>Oliver Twist</i> (Chapter 2: Please Sir, I want more...); Julian Barnes's <i>The Sense of an Ending</i> (Introduction); Emma Donoghue's " The Tale of the Rose "	2	To help the students to improve their pronunciation
4	Developing Listening Skills Types of listening: active, passive, interpretive & critical Role of listening in communication	1	Exercises: Martin Luther King, Jr.'s <i>I have a Dream...</i> & Michelle Obama's New Hampshire Speech on <i>Women Empowerment</i> Snippets from movie: <i>Troy</i> (to re-narrate the Greek myth) & Games like Chinese whisper etc.	2	To develop students' listening comprehension skills

5	Reading Comprehension (literary texts) Types of reading: close reading, reading between the lines, skimming & scanning Summarising & paraphrasing analysis and interpretation textual reading contextual reading (underpinning ideas on history/politics/economic condition/knowledge/power structure etc.	1	Exercises: ❖ Reading of short stories: - Ruskin Bond's ' Time Stops at Shamli ' - Mahasweta Devi's ' Bitter Soil & Imaginary Maps William Somerset Maugham's ' The Luncheon '	2	To develop students' reading comprehension of literary texts
6	Reading non-literary texts Difference between scientific and literary discourses Objective vs. subjective; Fact vs fiction Brevity in expression & Linearity in discourse	1	Exercises: Cuttings from The Hindu's Science and Technology section Samples from science text books and journals	2	To develop students' reading comprehension of non-literary and general texts
7	Oral Communication Communication, the two way process Channels of communication Importance of listening in verbal discourses Importance of intonation in verbal discourses Sensitivity/ Aptness of words in articulating one's thought; Barriers to Communication	1	Exercises: On oral communication in the form of role plays; situational conversations for negotiation, persuasion, assertion etc. Making a Sales Presentation	2	To develop students' speaking skills
8	Oral Presentation India and the World with Shashi Tharoor, Conversations with History (youtube uploaded by univ of California, 2015)	1	Exercises: Individual/ team presentations, impromptu presentations, chalk-talks, etc.	2	To develop students' oral presentation skills
9	Group Discussions The Argumentation and Debate Process Body language	1	Exercises: GDs/ reporting of group activities.	2	To develop students' discussion skills
10	Developing Writing Skills Different elements of the writing process (pre-writing, drafting, revising and editing) Types of writing (expository, descriptive & persuasive) Preparing an outline	1	Exercises: On paragraph writing Preparing an outline Summarizing a text Paraphrasing a text Assignments: letter Writing & Writing SoPs	2	To develop students' Written Communication skills

	Sentence structure/ clusters, coherence & Sense of paragraph Use of Linking devices; grammatical device				
11	Punctuation Capitalization; apostrophe; colon; semi-colon; comma; hyphen; parentheses; Dash; Ellipses; quotation marks & inverted commas	1	Exercises: Short passages to punctuate Quizzes	2	To help students develop their skills to use punctuation marks effectively
12	Rhetorical Functions in Academic Writing Intro: For whom one is writing and the purpose for which one is writing- to Argue, Inform, Persuade, Explain, Convince etc. Laboratory Reports, Book Reviews, Research Proposals, etc. Description; reporting; narration; comparison & contrast; explanation	1	Exercises: On description, reporting, narration, comparison and contrast, explanation Assignments: to prepare and present oral and visual laboratory reports	2	To develop students' academic writing skills
13	Writing & Rhetoric Writing about sports; food; fashion; film (in the form of review)	1	Exercises: Related exercises on Writing: sports/ food/ fashion/ film review	2	To develop students' writing skills for different purposes

EVALUATION POLICY

- 80% marks will be assigned for Mid-Semester (32 marks) and End-Semester (48 marks)
- 20% marks will assigned for **Quizzes** and **Assignments**
- There will be two quizzes (10 marks) and two assignment (10 marks)

SUGGESTED READING:

1. Bailey, Stephen. *Academic Writing: A Handbook for International Students*. Routledge. 2011.
2. Doron, L. & Soffos, C. *Teaching for Deep Comprehension*. Portland, 2005.
3. Frey, N. & Fisher, D. *Rigorous Reading: Five Access Points for Comprehending Complex Texts*. Thousand Oaks, CA: Corwin. 2013.
4. Garner, Bryan A. *Modern English Usage*. OUP, 2016.
5. Gerson S J & Gerson S M (2002). *Technical Writing*, 3/e Pearson Education Asia.
6. Green, David. *Contemporary English Grammar—Structures and Composition*. MacMillan India. 2014.
7. Huckin T. N. & Olesan. *Technical Writing and Professional Communication*, McGraw-Hill, Inc.
8. Kortepeter, Paul. *Writing & Rhetoric Series*
9. Laminack, L. & Wadsworth, R. *Learning under the influence of Language and Literature: Making the Most of Read-alouds Across the Day*. Portsmouth, NH: Heinemann. 2006.
10. Lebauer, R. S. *Learn to listen, listen to learn: Academic listening and note-taking*. (2nd edn.). White Plains: NY: Pearson Education. 2000.
11. Lewis, Norman. *Word Power Made Easy*. Penguin India. 2015 (Print)
12. Pease, Allen & Barbara Pease. *The Definitive Book of Body Language*. Read Books, 2004.
13. Rost, M. *Introducing Listening*. London: Penguin books. 1994.
14. Solomon, Philip Sunil. *Word Power: Vocabulary Builder*. Oxford University Press. 2017 (Print)
15. Trimble, Louis. *English for Science and Technology: A Discourse Approach*. CUP. 1985.