

**English Communication & Public Speaking Skills II**  
**(HM-HU 201)**

**Prerequisites:** Basic Grammar, Comprehension, Writing skills, Speaking ability, Personality Development

**Expected Course Outcome:**

- Facilitate students to communicate effectively in academic and social contexts.
- Make students industry ready.
- To enable students listen, speak, read and write effectively for academic purposes and face real life situations.
- The student will acquire basic proficiency in English including reading and listening comprehension, writing and speaking skills.

## English Communication and Public Speaking Skills II

Course code	HM-HU 201					
Category	Humanities Course					
Course title	English Communication and Public Speaking Skills II					
Scheme and Credits	L	T	P	S	Credits	Semester-II
	2	0	1	0	3	

Modules	Serial of Modules	Text Book as per Syllabus
<b>1. Fundamentals of Grammar &amp; Vocabulary Building</b>	<b>1.1</b> The concept of Word Formation; Root words from foreign languages; Acquaintance with prefixes and suffixes; Synonyms, antonyms, and standard abbreviations ( <b>Textbook :Appendix 5-7</b> )	<b>English Grammar in Use:</b> A self-study reference and Practice book or intermediate learners of English by Raymond Murphy; Cambridge University Press
	<b>1.2</b> Introduction to Tense: Past, Present, Future ( <b>Textbook: Unit 1-25</b> )	
	<b>1.3</b> Narration and Reported Speech ( <b>Textbook : Unit 47-50</b> )	
<b>2. Modifiers and Determiners</b>	<b>2.1</b> Subject-Verb Agreement; Noun-Pronoun Agreement; Misplaced Modifiers ( <b>Textbook : Unit 123-136</b> )	<b>English Grammar in Use:</b> A self-study reference and Practice book or intermediate learners of English by Raymond Murphy; Cambridge University Press
	<b>2.2</b> Articles ( <b>Textbook : Unit 72-78</b> ), Prepositions ( <b>Textbook :Unit 60,66,121-130</b> ), Conjunctions( <b>Textbook :Unit 25,38,112-118</b> ), Modals ( <b>Textbook : Unit 26-37</b> ), Determiners( <b>Textbook :Unit 85-91</b> ), Clauses ( <b>Textbook: Unit 92-97</b> )	
	<b>2.3</b> Idioms and Phrasal Verbs( <b>Textbook :Unit 137-145</b> ), Transformation of sentences ( <b>Textbook : Unit 111-120</b> )	
<b>3.Introduction to Technical Communication</b>	<b>3.1</b> Basics of Technical Communication, barriers to communication ( <b>Textbook : Part I, Chapter 1</b> )	<b>Technical Communication Principles and Practice</b> Meenakshi Raman and Sangeeta Sharma. Oxford University Press
	<b>3.2</b> Non-verbal Communication ( <b>Textbook : Part I, Chapter 3</b> )	

<b>4.Listening</b>	<b>4.1</b> Active Listening( <b>Textbook : Part II, Chapter 4</b> ), Effective Speaking ( <b>Textbook : Part II, Chapter 5</b> )	<b>Technical Principles and Practice</b> Meenakshi Raman and Sangeeta Sharma.
	<b>4.2</b> Conversations and Dialogues, Feedback ( <b>Textbook : Part II, Chapter 6</b> )	Oxford University Press
<b>5.Speaking</b>	<b>5.1</b> Interview skills including Cover Letter & CV formation ( <b>Textbook : Part II, Chapter 7,8</b> ) <b>5.2</b> Group Communication/ Group discussion ( <b>Textbook : Part II, Chapter 9</b> ) <b>5.3</b> Extempore ( <b>Textbook : Part II, Chapter 9</b> )	<b>Technical Principles and Practice</b> Meenakshi Raman and Sangeeta Sharma.  Oxford University Press
	<b>6.1</b> Reading Comprehension ( <b>Textbook : Part III, Chapter 10</b> ) <b>6.2</b> Reading Stories ( <b>Textbook : Part III, Chapter 10</b> )	<b>Technical Principles and Practice</b> Meenakshi Raman and Sangeeta Sharma. Oxford University Press
<b>6.Reading skill</b>	<b>6.1</b> Reading Comprehension ( <b>Textbook : Part III, Chapter 10</b> )	<b>Technical Principles and Practice</b> Meenakshi Raman and Sangeeta Sharma. Oxford University Press
	<b>6.2</b> Reading Stories ( <b>Textbook : Part III, Chapter 10</b> )	
<b>7.Writing Skills</b>	<b>7.1</b> Elements of Effective Writing, Art of Condensation, Sentence Structures & Types: Simple, Compound, Complex ( <b>Textbook : Part III, Chapter 11,12</b> )	<b>Technical Principles and Practice</b> Meenakshi Raman and Sangeeta Sharma. Oxford University Press
	<b>7.2</b> Creating coherence: Arranging paragraphs & Sentences in logical order( <b>Textbook : Part III, Chapter 11,12</b> )	
	<b>7.3</b> Technical Reports, Formal Letters, Memos, and Email ( <b>Textbook : Part III, Chapter 13,15</b> )	
	<b>7.4</b> Research Papers and Technical Descriptions; Précis Writing; Essay Writing; Business Letters; E-mail ( <b>Textbook : : Part III, Chapter 16</b> )	
<b>8.Formal Presentation</b>	<b>8.1</b> Introduction, Planning, Outlining and Structuring ( <b>Textbook : Part II, Chapter 7</b> )	<b>Technical Principles and Practice</b> Meenakshi Raman and

	<b>8.2</b> Nuances of Delivery, Visual Aids in Presentations ( <b>Textbook : Part II, Chapter 7</b> )	Sangeeta Sharma.  Oxford University Press
	<b>8.3</b> Application of MS PowerPoint and slide presentation( <b>Textbook : Part II, Chapter 7</b> )	

**Text Books:**

1. Technical Communication Principles and Practice by Meenakshi Raman and Sangeeta Sharma. OUP.
2. English Grammar in Use; A self-study reference and Practice book for intermediate learners of English by Raymond Murphy; Cambridge Publications