

AECC (For UGC courses)
BTHU103-18 English:

Course Outcomes:

- The objective of this course is to introduce students to the theory, fundamentals and tools of communication.
- To help the students become the independent users of English language.
- To develop in them vital communication skills which are integral to their personal, social and professional interactions.
- The syllabus shall address the issues relating to the Language of communication.
- Students will become proficient in professional communication such as interviews, group discussions, office environments, important reading skills as well as writing skills such as report writing, note taking etc.

The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

Detailed Contents:

Unit1- [1 \(Introduction\)](#)

- [Theory of Communication](#)
- [Types](#) and [modes of Communication](#)

Unit- 2 (Language of Communication)

- [Verbal and Non-verbal](#)
- [\(Spoken and Written\)](#)
- [Personal, Social](#) and [Business communication](#)
- [Barriers](#) and [Strategies](#)
- [Intra-personal, Inter-personal](#) and [Group communication](#)

Unit-3 (Reading and Understanding)

- [Close Reading](#)
- [Comprehension](#)
- [Summary Paraphrasing](#)

- [Analysis](#) and [Interpretation](#)
- [Translation\(from Hindi/Punjabi to English and vice-versa\)](#)

OR

[Precis writing /Paraphrasing \(for International Students\)](#)

- [Literary/Knowledge Texts](#)

Unit-4 ([Writing Skills](#))

- [Documenting](#)
- [Report Writing](#)
- [Making notes](#)
- [Letter writing](#)

Recommended Readings:

1. *Fluency in English* - Part II, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Language, Literature and Creativity*, Orient Blackswan, 2013.
4. *Language through Literature* (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas
5. *On Writing Well*. William Zinsser. Harper Resource Book. 2001
6. *Study Writing*. Liz Hamp-Lyons and Ben Heasley. Cambridge University Press. 2006.

AECC

BTHU104/18 English Practical/Laboratory

: 0L 0T 2P 1 Credit

Course Outcomes:

- The objective of this course is to introduce students to the theory, fundamentals and tools of communication.
- To help the students become the independent users of English language.
- To develop in them vital communication skills which are integral to personal, social and professional interactions.
- The syllabus shall address the issues relating to the Language of communication.
- Students will become proficient in professional communication such as interviews, group discussions and business office environments, important reading skills as well as writing skills such as report writing, note taking etc.

The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

Interactive practice sessions in Language Lab on Oral Communication

- [Listening Comprehension](#)
- [Self Introduction, Group Discussion](#) and [Role Play](#)
- Common Everyday Situations: [Conversations and Dialogues](#)
- [Communication at Workplace](#)
- [Interviews](#)
- [Formal Presentations](#)
- [Monologue](#)
- [Effective Communication/ Mis- Communication](#)

- [Public Speaking](#)

Recommended Readings:

1. *Fluency in English* - Part II, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Practical English Usage*. Michael Swan. OUP. 1995.
4. *Communication Skills*. Sanjay Kumar and Pushp Lata. Oxford University Press. 2011.

Exercises in Spoken English. Parts. I-III. CIEFL, Hyderabad