



# SITARE University

## Introduction to Communication and Ethics - Fall 24

### Course Level Learning Objectives: (CLO)

The objective of the course is to develop students' competency in English language communication with respect to listening, speaking, reading and writing. After the course, the students should be able to:

1. Grasp and implement the foundational principles of communication within their interactions.
2. Think freely, recall the topics taught in class and implement them.
3. Engage in conversations using grammatically accurate English, while also incorporating nuanced phonetics, vocabulary, intonation, and improved pronunciation which is free of MTI.
4. Public speaking skills.

### Faculty

Ms. Preeti Shukla,

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### When

Lectures: Mon - 9:00am to 10:55pm, Thr - 11:00am to 12:55pm

Tutorial: Wed - 11:00am to 11:55am

Office hours: Sat - 2:00pm to 3:00 pm

### Course Outline

Sub Code	Subject	L	T	P	CIE	ESE	Total	C
	Communication & Ethics	4	1	0	50	50	100	4





## Syllabus

Tense and types of tenses, The Sequence of Tenses (Rules in use of Tenses) and Exercises on it. Introduction to Phonetics: Introduction, Phonetic Transcription, English Pronunciation, Pronunciation Guidelines Related to consonants and vowels, Sounds Mispronounced, Silent and Non-silent Letters, Syllables and Structure, Word Accent and Stress Shift, – Rules for Word Accent, Intonation – purposes of intonation, Spelling Rules and Words often Misspelled – Exercises on it. Common Errors in Pronunciation. Question Tags, Question Tags for Assertive Sentences (Statements) – Some Exceptions in Question Tags and Exercises, Useful Practices of Grammar Articles and Prepositions, Subject-verb agreement, noun-pronoun agreement, Oral Communication Listening skills, Public speaking, impromptu speaking, Situational dialogues

## Prerequisite

Basic knowledge of English

## Teaching Methodology

The sessions will be conducted in both lecture-style teaching and interactive, activity-based learning. The emphasis will be more on activities.

## Textbook

No particular text books are being used.

## Additional References

Study and exercise material which is available on the internet for free, will be used with appropriate changes. Relevant videos (TED Talks, BBC, movies) will be used for training.

## Session Plan

Week	Topic to be covered	Mapping with CLO #
1	Introduction to tenses - Video, Explaining Present Simple tense/ Past Simple Tense- Identification, Formation, Dos and Don'ts while forming sentences in present simple tense. Application of the rules using real life examples and situations.	CLO1



	Assignment- Written Exercises based on Present Simple Tense. The exercises will be both written and MCQs	
2	<p>Introducing the importance of Proper Body Language- Body posture, Eye-contact, Placement of hands while addressing people, Standing posture, Rate of speech, Enunciation, Intonation.</p> <p>Assignment- Making videos based on small topics ( With emphasis on Present Simple and Past Simple along with proper body language)</p> <p>Explaining Future Simple tense/ Continuous Tense- Identification, Formation, Dos and Don'ts while forming sentences . Application of the rules using real life examples and situations.</p> <p>Assignment- Written Exercises based on Past Simple Tense. The exercises will be both written and MCQs</p>	CLO1/3
3	<p>Explaining Perfect tense- Identification, Formation, Dos and Don'ts while forming sentences. Application of the rules using real life examples and situations.</p> <p>Assignment- Written Exercises based on Perfect Tense. The exercises will be both written and MCQs</p> <p>Activity - Record your own story -</p> <p>Assessment - Check tenses, Body language,</p>	CLO1/3
4	<p>Activity- Talks about MTI(Mother tongue Influence) and how to remove it. Special emphasis on s/sh, J/Z, d/t sounds. Practicing the right emphasis on the right words so as to make a good impact while talking. Activity - JAM Sessions</p> <p>Assess -Body Language, Use of tenses, Fluency,Sticking to the topic, MTI</p>	CLO3



5	<p>Explaining Perfect Continuous tense- Identification, Formation, Dos and Don'ts. Application of the rules using real life examples and situations.</p> <p>Assignment- The exercises will be both written and MCQs</p> <p>Identification of Various parts of speech.</p> <p>Verbs/ Sub+verb agreement</p>	CLO1
6	<p>Should/Would/Could continued/ Noun-pronoun Agreement</p> <p>let/make/must-Dos and Don'ts while forming sentences.</p> <p>Application of the rules using real life examples and situations.</p> <p>Assignment- The exercises will be both written and MCQs</p>	CLO1
7	<p>Articles/ Vocabulary- Usage of Articles. Tips to build vocabulary. Students will be given a few words in each class along with the meaning and usage. Every student will be asked to build their own dictionary which will be accessible to the other students as well. The students are supposed to add new words, Idioms and phrases to that on a regular basis. These words could be from any movie they watch, any podcast they listen to or the book that they read in Book Club</p>	CLO2
8	<p>Articles-A,an, the- Correct usage of articles.</p> <p>Presentation skills- Points to remember while making presentations ( both solo and group) Assignment- Every student will have to make solo presentations and in groups too</p>	CLO1/3
9	<p>Story -Telling (Build a story of your own. The story could be either based on a previously given prompt or a self thought one)</p>	CLO 2



10	Common mistakes while speaking/writing- Discussing most common errors using exercises and quiz  Assessing whether students are able to identify the basic common errors or not. Question tags/ Get- Usage of Question Tags. Usage of 'Get' in various scenarios.	CLO1/2
11	Extempore speech- Assessment of content, body language, rate of speech, tenses, confidence.	CLO3
12	Interviewing a celebrity/ Debate/ Group discussion	CLO 2

## Assessment Structure

- Continuous Assessment : 20 Marks
  - Assignments, quizzes and class participation
- Internal Assessment Tests (IA) : 30 Marks
  - 3 IAs of 10 marks each
- End-Term Exam : 50 Marks

## Assessment Philosophy

- Continuous Assessment  
This will be based on the homework assignments and your class participation.
- IAs  
This will test your understanding of the various topics taught in class.

## Unfair Means Policy

Any incidence of copying in assignments from any source or in exams will lead to an F grade in the course.



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## AI Use Policy

Students are strictly advised against using chatGPT or other AI tools for the assignments.

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