

ENGLISH (HS10001)

Course Objectives:

To develop, improve and implement active listening, speaking, reading, and writing skills, through practice sessions, in order to improve professional communication; to enhance situational communicative skills through the study of contemporary social issues in literature, in order to communicate effectively across a wide range of cultural milieu

Course Details:

Unit 01 Professional Communication

- A. Process of Communication: Definition, Explanation & Diagram, Difference Between General & Technical Communication
- B. Methods of Communication (Verbal & Non-Verbal)
- C. Non-Verbal Communication (Kinesics, Proxemics, Chronemics, Oculistics, Olfactics, Gustorics, Haptics, Iconics)
- D. Paralanguage
- E. Flow of Communication (Formal & Informal)
- F. Levels of Communication
- G. Barriers of Communication (Intrapersonal, Interpersonal, Organizational)

Unit 02 Basics of Grammar & Writing Skills

- A. Error Detection in Sentences: Articles, Prepositions, Tense, Subject-Verb Agreement, Active & Passive Voice
- B. Use of Punctuation: Full Stop, Comma, Colon, Semi-colon, Single & Double Inverted Commas, Exclamation & Interrogation Marks
- C. Paragraph Writing; Components
- D. Writing Bias-free English
- E. Business Letter: Enquiry, Claim/ Complaint, Order
- F. Technical Reports: Formats, Style & Referencing
- G. Reading Techniques: Skimming, Scanning, Intensive & Extensive Reading

Unit 03 Basic Sounds of English

- A. Hearing & Listening: Types of Listening – Appreciative, Empathetic, Critical, Comprehensive, Superficial, Differences between Listening & Hearing
- B. Introduction to Basic Sounds of IPA: Symbols of IPA, Types of Vowels & Consonants
- C. Problem Sounds & Mother Tongue Influence: Concept of MTI with Examples

Unit 04 English Literature

- A. Short Story – O. Henry: ‘Gift of the Magi’
- B. Short Story – Ismat Chughtai: ‘Sacred Duty’
- C. Poem – Robert Frost: ‘Stopping by Woods on a Snowy Evening’
- D. Poem – Tennessee Williams: ‘We Have Not Long to Love’
- E. Drama: William Shakespeare: *Merchant of Venice*

Text Book:

1. *Effective Technical Communication*. M. Ashraf Rizvi. TMH. 2005.

Reference Books:

2. *The Oxford Grammar (English)*. Sidney Greenbaum. OUP. 1st ed. 2005.
3. *Technical Communication for Engineers*. Shalini Verma. Vikas Publishing House. 2015.
4. *The Penguin Anthology of 20th Century American Poetry*. Rita Dove. Penguin Books. 2013.
5. *The Merchant of Venice (The New Cambridge Shakespeare)*. Mahood & Lockwood eds. CUP. 2018.

Course Outcomes:

- To apply verbal and non-verbal modes of communication effectively in practical situations
- To retain a grammatically correct and logical flow while drafting reports and other technical pieces of writing
- To develop competence in reading and comprehension
- To implement active listening responses in professional practice
- To utilize neutral accent in English pronunciation successfully
- To understand situational and conversational English used for different purposes and content