

## English and Professional Communication

HU 110 S1

HU 110 S2

Scheme

L	T	P	Credit
3	0	0	03

- **COMMUNICATION** (05Hours)  
Introduction to Communication, Different forms of Communication, Barriers to Communication and some remedies, Non Verbal Communication – Types, Non-Verbal Communication in Intercultural Context
- **COMMON ERRORS** (02Hours)  
Common Errors, Indianisms through *Goodbye Party for Miss Pushpa T.S.* (Poem by Nissim Ezekiel)
- **LISTENING SKILLS** (05 Hours)  
Effective Listening – Process, Types- Appreciative, comprehensive, empathetic, analytical, Modes of Listening-Active and Passive, Listening and note taking practice, Listening for various purposes-Practice and activities
- **SPEAKING SKILLS** (12 Hours)  
Effective Speaking- Informal Speech, JAM, Presentation Skills- types, preparation and practice Interviews- types, preparation and mock interview; Group Discussion- types, preparation and practice
- **READING SKILLS** (05 Hours)  
Reading Skills- **Comprehension (unseen passage- literary /scientific / technical)** Reading with fluency and speed, Skimming and scanning, identifying relevant information, isolating fact from opinion Understanding concepts and arguments, Identifying distinctive features of language
- **WRITING SKILLS** (13 Hours)  
Technical Writing- types and practice, Memo, Letter Writing- types and practice, Email etiquette and Netiquette, Résumé writing- types and practice, Report Writing -types and practice, Editing-practice

(Total Lecture Hours: 42)

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### BOOKS RECOMMENDED:

1. Kumar, Sanjay and Pushp, Lata. Communication Skills, 2<sup>nd</sup> Edition, OUP, New Delhi, 2015.
2. Raman, Meenakshi & Sharma Sangeeta. Technical Communication Principles and Practice, 3<sup>rd</sup> Edition, OUP, New Delhi, 2015.
3. Sharma R.C. & Mohan Krishna. Business Correspondence and Report Writing, 3<sup>rd</sup> Edition, Tata McGraw Hill, New Delhi, 2007.
4. Raymond V. Lesikar and Marie E Flatley. Basic Business Communication skills for Empowering the Internet generation. Tata McGraw Hill publishing company limited. New Delhi 2005.
5. Ezekiel, Nissim. Goodbye Party for Miss Pushpa T.S., <http://www.english-for-students.com/Goodbye-Party.html>

## **REFERENCE BOOKS:**

1. Bovee, Courtland L., Thill, John V., and Chaturvedi, Mukesh. Business Communication Today. 9<sup>th</sup> Edition. Pearson, 2009.
2. Farahthullah, T.M. Communication Skills for Technical Students, 5<sup>th</sup> Edition, Orient Blackswan, Kolkatta, 2009.
3. Leech, Geoffery& Svartvil. A Communicative Grammar of English, Longman Group UK Ltd. 2006.
4. Pfeiffer, William Sanborn and Padmaja, T.V.S., Technical Communication: A Practical Approach. 6<sup>th</sup> edition. Pearson books, 2007.