

## **MINOR in ENGLISH**

### **HU 317 BASIC COMMUNICATION SKILLS**

Contact Hours- 04(per week)

Examination Duration- 03

Credits- 04 (L:3+T:1)

**Objective:** To enhance employability skills of the students by honing their linguistic abilities for the multicultural world

**Pedagogy:** Lectures/Class Room Discussion/Self Study/ Assignments

### **COURSE CONTENTS**

#### **UNIT-I: Concept of Communication:**

- (a) Process, Features, Barriers, Principles; Types of Communication
- (b) Language, Technology and Communication

#### **UNIT-II: Grammar & Usage:**

- (a) Subject-verb agreement, Tenses, Active & Passive Voice, Transformations
- (b) Sentence: Construction, Types, Direct and Indirect Speech, Punctuation, Error Spotting, Idioms, Foreign Phrases

#### **UNIT-III: Oral Communication:**

- a) Individual and Group Presentation
- b) Extempore Speeches
- c) Pronunciation Practice

#### **UNIT-IV: Written Communication:**

- a) Composition- Descriptive, Explanatory, Analytical and Argumentative Writing Paragraphs (Essays, Summary, Abstracts)
- b) Drawing Inferences from Graphs, Charts, Diagrams

#### **Suggested Readings:**

1. Mohan, Krishna and Meera Bannerji. *Developing Communication Skills*. Delhi: Trinity Publishing House, 2017.
2. Roach, Peter. *English Phonetics and Phonology: A Practical Course*. UK: Cambridge University Press, 2010.
3. Barker, Alan. *Improve Your Communication Skills*. London: Kogan Page, 2019.
4. Lata, Pushap and Sanjay Kumar. *Communication Skills*. Delhi: Oxford University Press, 2018.
5. *Communication Skills in English*- Indira Gandhi National Open University. Young Printing Press, Delhi. 2008.
6. Sethi, J. and P.V. Dhamija. *A Course in Phonetics and Spoken English*. PHI Learning Private Limited, New Delhi, 2009.