

## HU 429 ADVANCED SPOKEN SKILLS

Contact Hours- 04 (per week)

Examination Duration- 03

Credits- 04 (T-3+ L 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/Presentations

### COURSE CONTENTS

#### UNIT-I: Oral Communication: I

Presentation: Concept; Characteristics of effective presentation; Principles of presentation; Target audience; Subsidiary Props; Dos and don'ts

#### UNIT-II: Oral Communication: II

Dialogue: Concept, Nature of Topics, Difference between Dialogue and Debate; Interview: Concept; Merits of a good interview, Essentials for interviewee; essentials for interviewers

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

Group Discussion: Concept; Principles; Turn-taking Strategy; Dos and don'ts, Debate: Concept; Characteristics; Nature of Topics, Difference between Debate and Group Discussion

#### UNIT-IV: Oral Communication: IV

- (a) Phonetics of English, Vowels, Consonants, Syllables, Stress, and Transcriptions of words (using IPA Speech sounds)
- (b) Language Lab Practice: Project presentations, Mock-Interviews, Interviews etc.

### Suggested Readings:

1. Conor, J.D. O'. *Better English Pronunciation*. Cambridge University Press, U.K. 2013.
2. Jones, Daniel. *English Pronouncing Dictionary*. UK: Cambridge University Press, 2016.
3. Mohan, Krishna and Meera Bannerji. *Developing Communication Skills*. Delhi: Trinity Publishing House, 2017.
4. Roach, Peter. *English Phonetics and Phonology: A Practical Course*. UK: Cambridge University Press, 2010.
5. Barker, Alan. *Improve Your Communication Skills*. London: Kogan Page, 2019.
6. Lata, Pushap and Sanjay Kumar. *Communication Skills*. Delhi: Oxford University Press, 2018.
7. Sethi, J. and P.V. Dhamija. *A Course in Phonetics and Spoken English*. PHI Learning Private Limited, New Delhi, 2009.