

Communicative Skills II

Session - I

Session Title: Effective Communication

Credit/ld

Objectives of the Course

- Develop students' professional competency through standard English, Listening, Reading, Writing (LSRW).
- Instill basics of Web based / Online writing competency.
- Foster interactive skill through literary leisure.

UNIT-I

Language and Communication

- Communication - Definition - Process of Communication
- Barriers to Communication
- Models of Communication
- Languages as a tool of communication
- Types of Communication
Formal and Informal Communication (grapevine), Verbal and Non- Verbal.

UNIT-II

Writing Skills

- Paragraph construction : Writing Expository, Descriptive, Persuasive, Narrative, Argumentative, Deductive and Inductive
- Précis Writing.
- Letter Writing: Formal and Informal Letters.
- Report Writing and Resume

UNIT-III

Reading & Listening Skills

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- Vocabulary Building: Antonyms and Synonyms
- Information Preprocessing and Summarization
- Error Analysis: Types and Prevention of Language Errors
- Listening and Reading

UNIT - IV

Work-based Online Writing

- Formal Email Writing, Punctuation and Hyphenation
- Points of View and Voice
- Blog Writing
- Basics of Creative Writing

UNIT - V

Interface with Literature

- D.R. Shastri: Fiction
- Student-oriented performance and dialogic enactment of the play
- Orature: Verbal and Nonverbal enactment.

Suggested Readings

1. Task, writing as thinking: *A guided process approach* Englewood Cliffs, Prentice Hall Regents
2. L. Liang - Lyons and B. Heasley, *Study Writing: A course in written English for professional purposes*, Cambridge University Press.
3. Indrajit Bhattacharya Dhanpat, *An Approach to Communication Skills*
4. James F. Los Hill Van Patten, *Modern Communicative Language Teaching Approach*
5. Communication, C. S. Rayudu
6. Shaili, J. (2018). *Professionalism* (Reprint 2018) New Delhi, India: Prentice Hall India.