

Communicative Skills in English-II

Semester:III (Physics/Chemistry/Botony/Zoology)

Course code: ICECL3F003T

Credits:

Objective of the Course: To impart various techniques of communication skills as in components of language and as a means of interaction and dialogue.

To create awareness among the learners about how fundamental and important as human civilization is directly linked to communication.

UNIT-I

Developing Speaking/Conversational Skills (Formal and Informal)

Meeting People, Exchanging Greetings and Taking Leave, Answering the Telephone and for Someone, Dealing with a Wrong Number, Making Requests and Responding to Requests, Talking about the Weather, Asking for, Giving and Refusing Permission, Asking for directions and Giving Directions, Apologising and Responding to an Apology, Making Inquiries, Calling a Telephone, Dealing with a Wrong Number, Calling for Help in an Emergency etc./ To in different situations to learners for developing their conversational skills, role play (enactment)

UNIT-II

Language and literary skills:

- Figures of Speech:

Simile, Metaphor, Irony, Personification, Hyperbole, Alliteration, Assonance, Oxymoron, Synecdoche, Adnomination, Allusion, Anaphora, Euphemism, Zeugma, Understatement, Irony (Identifying same in a given passage)

- Common Errors in Writing: Articles, Noun, Pronoun, Adjective, Adverb, Conjunction, Subjunctive Agreement.

UNIT-III

Professional Training

- Interview-Types of Interview-The interview process.
- Pre interview preparation techniques.
- Developing professional competences.
- Body Language.
- Personality development, Etiquette, and common manners.

UNIT-IV

Technical Writing

- Scientific and technical subjects, formal and informal writings.
- Press releases, memos, white paper, technical reports.

Communicative Skills in English-I

Semester: I (Physics/Chemistry/Botany/Zoology)

Course code: ICECL1F001T

Credits: 2

Objective of the Course:

The objective of the course is to develop students proficiency in speaking standard English through the four skills of communication LSRW(Listening, Speaking, Reading, Writing). This will prepare students to develop their professional competences in an increasingly globalized world.

UNIT-I

Language and Communication

- Communication-Definition-process of communication.
- Barriers to communication:cultural,individual,attitudinal.
- Models of Communication.
- Language 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.
- Precis Writing.
- Letter Writing:Formal and Informal Letters.
- Functional Grammer-Parts of Speech.

UNIT-III

Reading Skills

- Importance of Reading Skills.
- Types of Reading Skills.
- Methods of Improving Reading Skills.
- Objectives of Improving Reading skills.
- Vocabulary Building:Antonyms,Synonyms,Homophones,One Word Substitution,word formation(Prefixes and Suffixes).

UNIT-IV

Listening Skills

- Importance of Listening Skills.
- Types of Listening:Academic,Appreciative,Critical ,Discriminative,Marginal etc.
- Process of Listening.
- Listening and Hearing.