

21UHS106C: Communicative English

(2-0-0)

UNIT – I

6 Hrs.

Introduction to Communication Skills: Language as a Tool, Fundamentals of Communicative English, Process of Communication, Barriers to Effective Communicative English, Different styles and levels in Communicative English; Interpersonal and Intrapersonal Communication Skills, Techniques to improve and develop interpersonal and intrapersonal communication skills

UNIT – II

7 Hrs.

Introduction to Phonetics: Phonetics & its importance, Phonetic Transcription, Pronunciation Guidelines related to consonants and vowels, Mispronounced sounds, Silent and Non silent Letters, Syllables & Structure, Word Accent and Stress Shift, Intonation, Spelling Rules & Words often Misspelt, Common Errors in Pronunciation, Mother Tongue Influence (MTI) – South Indian Speakers, Various Techniques for Neutralization of Mother Tongue Influence.

UNIT – III

6 Hrs.

Basic English Grammar: Introduction to English Grammar, Parts of Speech, Exercises and Activities on Parts of Speech, Articles & Prepositions, Kinds of Prepositions and Prepositions often confused. Articles: Use of Articles – Indefinite and Definite Articles, Activities with exercises. Verbs & Tenses, Types of tenses, The Sequence of Tenses (Rules in use of Tenses); Question Tags, Question Tags for Assertive Sentences – Some Exceptions in Question Tags, Exercises.

UNIT – IV

7 Hrs.

Introduction to Vocabulary: All Types of Vocabulary – Exercises on it. One Word Substitutes and Exercises. Strong and Weak forms of words, Formation of Words - Prefixes and Suffixes, Contractions and Abbreviations, Exercises on Word pairs.

Communication Skills for Employment: Information Transfer & its types: Oral Presentations & Extempore/Public Speaking, Difference between Extempore/Public Speaking, Communication Guidelines for Practice.

Reference Books:

1. A Textbook of English Language Communication Skills, Infinite Learning Solutions – (Revised Edition) 2021.
2. Communication Skills by Sanjay Kumar and Pushplata, Oxford University Press - 2019.
3. English for Engineers by N. P. Sudharshana and C. Savitha, Cambridge University Press – 2018.
4. A Course in Technical English – D Praveen Sam, KN Shoba, Cambridge University Press – 2020.
5. Technical Communication by Gajendra Singh Chauhan and Et al, Cengage learning India Pvt Limited [Latest Revised Edition] - 2019.
6. English Language Communication Skills – Lab Manual cum Workbook, Cengage learning India Pvt Limited [Latest Revised Edition] – 2019.
7. Practical English Usage by Michael Swan, Oxford University Press – 2016.

8. Technical Communication – Principles and Practice, Third Edition by Meenakshi Raman and Sangeetha Sharma, Oxford University Press 2017.

Course Outcomes:

On successful completion of this course the student should be able to

1. Understand and apply the Fundamentals of Communication Skills
2. Identify the nuances of phonetics, intonation and enhance pronunciation skills.
3. Impart basic English grammar and essentials of language skills as per present requirement.
4. Understand and use all types of English vocabulary and language proficiency.
5. Adopt the techniques of Information Transfer during presentations.