

Lecture: 2 periods/week

Internal assessment: 30 marks

Tutorial: 1 period /week

Semester end examination: 70 marks

Course Objectives:

- To create an awareness of the need of right pronunciation.
- To impart sufficient knowledge of the fundamentals of communication.
- To develop sound understanding of various aspects of grammar.
- To train the students and enable them to enhance their presentation skills.
- To make them acquire the skill of writing letters.
- To expose them to various literary pieces in order to make them learn the significance of values.
- To make them understand the concept and help them to analyze it.
- To help them refine their skill and make correct use of grammar.
- To let them enjoy the joy of learning poetry simultaneously enabling them to improve their expressionistic ability.

Learning Outcomes:

The student will be able to

- Enhance better pronunciation and accent following the phonetic transcription and Vocabulary building.
- Realize types of Communication and language for situational practice.
- Recognize the role of education in building up of character and right attitude towards true religious spirit.
- Develop awareness about the importance of knowledge and its fruits and the art of studying.
- Convince students to follow universal brotherhood through societal education.
- Understand official format of the letter for negotiations and learn format of the E-mail.
- Get ample outlook on writing tips and understanding comprehensive skills.
- Enhance functional skills through vocabulary building and grammar practice.

UNIT - I

Introduction to phonetics – consonants and vowels and word stress.

Synonyms, Antonyms, Homonyms, Homophones

UNIT - II

Fundamentals of communication

Formal Vs informal communication

Verbal Vs non verbal communication

UNIT - III

Character is destiny ----- S. Radha Krishnan

Leave this chanting -----Rabindranath Tagore

One Word Substitutes, Active and Passive Voice

Department of ECM

PVP12

UNIT - IV

Knowledge society ----- Abdul Kalam
Of Studies ----- Francis Bacon
Degrees of Comparison

UNIT - V

An educated person -----Harold Nicholson
Mending Wall – Robert Frost

UNIT - VI

Martin Luther king's Speech - I Have a Dream
Direct and Indirect Speech

UNIT - VII

Guided Writing
Letter Writing
Reading Comprehension

UNIT - VIII

Good Bricks – C Rajagopalachari
Correction of Sentences

Learning resources

Text books:

1. Better English Pronunciation by Conor, J.D.O., (2nd edition), Kundli CUP, 2004.
2. Success with Grammar and Composition by Narayanaswamy K.R., Mumbai Orient Longman, 1996.
3. A Text Book of English Communication Skills by Bhanu Ranjan, Dhanapati Rai & Co., 2004.
4. Business Communication by Meenakshi Raman, Oxford University Press India.

Reference books:

1. Personality Development & Soft skills by Barun Mitra, Oxford University Press India, 2012.
2. Oxford Guide to Writing & Speaking by John Seely, Oxford University Press, Incorporated, 2005.
3. Communicate or Collapse by Pushpalata and Sanjay Kumar, Oxford Press, 2003.
4. The Craft of Business Letter Writing by Mathew, Tata McGraw-Hill, 1997.
5. Handy Book on English Grammar by K. R. Lakshmi Narayanan, Scitech Publications (India) Pvt |Ltd.