

✓AEC-170: COMMUNICATIVE ENGLISH

(Contact Hours-45, Credits-3)

Course Objectives:

- *To know about the fundamentals of Communicative English and communication skills in general.
- *The use of body language as non-verbal cues in communication (gestures)
- *Developing active listening and speaking skills
- *To teach students to identify the nuances of phonetics and intonation
- *To enhance pronunciation skills for better communication
- *To build English vocabulary and language proficiency
- *To encourage teamwork in making basic presentations
- *To orient students in e-learning in Communicative English

Course Outcomes:

- *Learn the basics of good language and speaking proficiency.
- *Write accurately on what is expected.
- *Personality development.

Marks have been distributed as per the skill components in the respective units:

Unit-I 10 marks, Unit II 30 marks: Listening Skill 10 marks (5X2); Spoken Skill 20 marks (4X5).

Unit III 35 marks: Reading Skill 10 marks; Writing Skill 25 (Introduction to Writing 10; Written Composition 5X3=15; Business writing 5 marks, Formal letters 5 marks)

UNIT I: COMMUNICATION

1.1 Introduction, Meaning, Definition, Objectives and its Importance: Print and Digital

1.2 Types of Communication: Verbal, Non-Verbal, Spoken and Written

1.3 Barriers to Communication: Physical, Physiological, Psychological, Language and Cultural Barriers

UNIT II : LANGUAGE SKILLS: LISTENING AND SPEAKING

LISTENING SKILLS

2.1 Effective Listening: Introduction

2.1.1 Intensive & Extensive Types of Listening

2.1.2 Hearing vs Listening

2.1.3 Process of Listening: Receiving, Understanding, Evaluating, and Responding

2.1.4 Listening Strategies: eye-contact, paraphrasing, supportive body language, unspoken messages and attentive listening.

SPEAKING SKILLS

2.2 Speech sounds and Phonetic Symbols: Consonants and Vowels

2.3 Dialogues and Monologues

2.4 Conversation Skills

2.4.1 Types of Conversations: Formal & Informal

2.4.2 Factors Influencing Conversations: Setting, Topic, Attitude & Language

2.5 Basic Presentation Skills

2.5.1 Coordinating, Organising and Making a Presentation

2.6 Vocabulary Building and Situation-Specifics

UNIT III: LANGUAGE SKILLS: READING AND WRITING SKILLS

READING SKILLS:

3.1 Introduction

3.2 Types of Reading: Loud Reading and

Silent Reading

3.3 Types of Silent Reading: Intensive and Extensive

3.4 Reading Techniques: Skimming & Scanning

3.5 Reading Comprehension: Unseen Passages

WRITING SKILLS

3.6 Introduction to Writing: Print and Digital

3.6.1 Written Composition

3.6.2 Passage Writing: Expansion of a Sentence; Short Passage and a Story-line, Pictorial Analysis

3.6.3 Precis Writing

3.6.4 Content Writing for Social Media: Reviews, Emails, Infographics, Press Releases, Marketing and Creating Memes

3.7 Communication Practice:

3.7.1 Business Writing

Memoranda, Announcements, Circulars, Notices, Agenda, Minutes, Reports

3.7.2 Formal Letters

Writing Applications, Letters to the Editor, Letters lodging formal Complaint

3.7.3 Informal Ways of Communication: WhatsApp, SMS, Messenger

Suggested Reading

Aarts, Bas. *Oxford Modern English Grammar*. Oxford University Press. 2011.

Bamon, T.K. *Spoken English and the Non-Native Speaker*. Bookland. Guwahati.

Brown, Kristine and Susan Hood. *Writing Matters*. CUP, 1989.

Carnegie, Dale. *The Quick and Easy Way to Effective Speaking*. Rupa. 1st ed. 2016.

Collins, Sandra D. *Listening and Responding*. Ed. James S. O'Riurke, IV, South-Western, CENGAGE Learning. Dwivedi, R. K. and A. Kumar. *Macmillan Foundation English*.

- Dwivedi, R. K. and A. Kumar. *Macmillan Foundation English*. Macmillan India Limited. 2011.
- Ehrenborg, Jons & Jones Mattock. *Powerful Presentation*. Kogan Page. Delhi
- Ghosh, R. P. *English: (Spoken and Written)*. Modern Book Agency Private Limited. 2008.
- Hedge, Tricia. *Writing*. Orford University Press. 1991.
- Kaul, Asha. *Business Communication* Prentice- Hall of India. New Delhi 1998.
- Lewis, Norman. *How to Read Better and Faster*. Goyal Publishers and Distributors Private Limited. 4th Ed. 1980.
- Murphy, Raymond. *English Grammar in Use*. Cambridge University Press. 2012.
- Murphy, Raymond. *Intermediate English Grammar (Reference and Practice for South Asian Students)* Cambridge University Press. 2nd ed. 1999.
- Narayanaswami, V.R. *Strengthen Your Writing*. Hyderabad: Orient Longman Pvt. Ltd 2002.
- Nesfield, J.C. *English Grammar, Composition and Usage*. Chennai: Macmillan India Ltd 2002.
- O'Brien, Terry. *Effective Speaking Skills*. Rupa. 2011.
- O' Brien, Terry. *Modern Writing Skills*. Rupa. 2011.
- Seeley, John. *The Oxford Guide to Writing and Speaking*. Oxford: OUP 2002.
- Swan Michael and Catherine Walter. *Oxford English Grammar Course(Basic)*.
Oxford University Press. 2019.
- Swan Michael and Catherine Walter. *Oxford English Grammar Course(Intermediate)*. Oxford University Press. 2019.
- Swan, Michael. *Practical English Usage*. Oxford University Press. 4th ed. 2016.
- Vanikar, Ranu. *Corridors to Communication*. Hyderabad: Orient Longman Pvt. Ltd. 2003.
- Weiss, Donald H. *Improve Your Reading Power*. Goyalsaab. 2011
- Wren and Martin. *High School English Grammar and Composition*. Revised edition by Dr. N D. V. Prasada Rao. S. Chand Publishing. 2017.
- Woodhead, Chris, Ann Miller and Pat O' Shea. *Writing and Responding: A Course for English Language Examinations*. Oxford University Press. 1987.
- Yates, Jean. *English Conversation (Practice Makes Perfect)*. McGraw-Hill Education. 3rd Ed. 2020.