

## DIP-ENGLISH COMMUNICATION SKILLS

### III Semester (Lateral entry students): Common for all branches

| Course Code                | Category                     | Hours / Week                  |   |   | Credits                  | Maximum Marks |     |     |
|----------------------------|------------------------------|-------------------------------|---|---|--------------------------|---------------|-----|-----|
|                            |                              | L                             | T | P |                          | C             | CIA | SEE |
| ADPD03                     | MC                           | -                             | - | - | -                        | -             | -   | -   |
| <b>Contact Classes: 45</b> | <b>Tutorial Classes: Nil</b> | <b>Practical Classes: Nil</b> |   |   | <b>Total Classes: 45</b> |               |     |     |

**Prerequisite:** Standard applicability of vocabulary and grammar

#### I. COURSE OVERVIEW:

The sole aim of the course is to enhance the communication skills of upcoming engineering graduates to meet the requirements and challenges in a competitive global world. This course is designed to provide a well-rounded introduction to English language learning. Moreover, the course pays special attention to the typical problems and challenges confronted by the Indian learners of English like mispronunciation, spellings, and structures of English due to their mother tongue influence. This course includes General Introduction to Listening Skills, Speaking Skills, Vocabulary and Grammar, Reading Skills, and Writing Skills.

#### II. COURSE OBJECTIVES:

**The students will try to learn:**

- I. The theoretical and fundamental inputs to communicate intelligibly in English through standard Pronunciation.
- II. The four language skills i.e., Listening, Speaking, Reading and Writing effectively and their application in real-life situations.
- III. The Writing strategies of English using correct spelling, grammar, punctuation and appropriate vocabulary.
- IV. Different mechanics of writing styles forms of writing emails, reports, formal and informal letters.

#### III. COURSE SYLLABUS

##### MODULE-I: GENERAL INTRODUCTION AND LISTENING SKILLS (09)

Introduction to communication skills; Communication process; Elements of communication; Soft skills vs. hard skills; Listening skills; Significance; Stages of listening; Barriers to listening and effectiveness of listening;

##### MODULE –II: SPEAKING SKILLS (09)

Significance; Essentials; Barriers and effectiveness of speaking; Verbal and non-verbal communication; Public speaking; Addressing a small group or a large formal gathering; Oral presentation.

##### MODULE –III: VOCABULARY & GRAMMAR (09)

Vocabulary: Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives; Idioms and phrases; One-word substitutes.

Grammar: Tenses- Present Tense, Past Tense and Future Tense; Punctuation; Subject verb agreement; Modifiers; Articles; Prepositions.

##### MODULE –IV: READING SKILLS (09)

Significance; Techniques of reading; Skimming-Reading for the gist of a text; Scanning - Reading for specific information; Intensive; Extensive reading; Reading comprehension; Reading for information transfer; Text to diagram; Diagram to text.

##### MODULE –V: WRITING SKILLS (09)

Significance; Effectiveness of writing; Organizing principles of Paragraphs in documents; Letter writing; Formal and Informal letter writing; E-mail writing. Report Writing.

#### IV. TEXT BOOKS:

1. Handbook of English for Communication (Prepared by Faculty of English, IARE).

**V. REFERENCE BOOKS:**

1. Sanjay Kumar and Pushp Lata. "Communications Skills". Oxford University Press. 2011.
2. Michael Swan. "Practical English Usage", Oxford University Press, 1995.
3. F.T. Wood. "Remedial English Grammar". Macmillan. 2007.
4. William Zinsser. "On Writing Well". Harper Resource Book, 2001.
5. Raymond Murphy, "Essential English Grammar with Answers", Cambridge University Press 2<sup>nd</sup> Edition, 2011.

**VI. WEB REFERENCES:**

1. <http://www.edufind.com>
2. <http://www.myenglishpages.com>
3. <http://grammar.ccc.comment.edu>
4. <http://owl.english.prudue.edu>

**VII. E-TEXT BOOKS:**

1. <http://bookboon.com/en/communication-ebooks-zip>
2. <http://www.bloomsbury-international.com/images/ezone/ebook/writing-skills-pdf.pdf>
3. [https://americanenglish.state.gov/files/ae/resource\\_files/developing\\_writing.pdf](https://americanenglish.state.gov/files/ae/resource_files/developing_writing.pdf)
4. <http://learningenglishvocabularygrammar.com/files/idiomsandphraseswithmeaningsandexamplespdf>
5. <http://www.robinwood.com/Democracy/GeneralEssays/CriticalThinking.pdf>