

Subject Code : 2CS1010104	Subject Title: Communication Skills-I
Pre-requisite :	Basic knowledge of English Grammar

Course Objectives:

The objective of this course is to acquaint the students with the basic concepts and techniques of communication that are useful in developing skills and communicating effectively. Further, the course aims to develop and enhance the linguistic and communicative competence of the students by improving Listening, Speaking, Reading, Writing (LSRW) skills. The course also intends to assist the students to expose to various forms of personal and professional communication.

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture	Tutorial	Practical	Credit	Theory		Practical		Total
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
2	-	2	3	70	30	30	20	150

Subject Contents			
Sr. No	Topics	Total Hours	Weight (%)
1	Revisiting the English Grammar : Communicative English Grammar: Tenses, Parts of Speech, Everyday use of Modal Auxiliaries, Vocabulary building. Fundamentals of Communication: Basic building blocks of typical communication: History, Definitions, Process, Importance, Barriers. Nature of Communication, Two way process of Communication, Objectives & Levels of Communication, Communication Gap, Four Skills (LSRW) for communicative ability.	10	25
2	Listening: Difference between 'Listening' and Hearing', Listening as the first step to learn language, Types of Listening, Traits of a good listener. Various ways and means of 'Listening'. Various class room activities.	6	15
3	Reading: Reading as a skill, Importance of effective reading, Reading comprehension & its strategies, Paralanguage for effective reading. Various class room activities.	6	20
4	Speaking: Explain following traits of speech: Volume, pitch, tone, rhythm, and intonation. (Teacher has to observe given traits of the speaker in practical too). Various class room activities.	6	20
5	Writing skill: Four C's of writing, Essentials of writing, Layout of varied business documents, Job application: Cover Letter and Resume. Informal writing practice: Leave application; complain to government authorities, E-mail etiquettes and drafting E-mail. Various class room activities.	7	20

Course Outcome:

- Students will be able to learn and understand the four major skills of Communication i.e. LSRW.
- Students will be enriched with good vocabulary and diction.
- Students' comprehension skill will be enhanced by this course.

List of References:

1. Raymond Murphy, Essential English Grammar: A Self-Study Reference and Practice Book for Elementary Students of English with Answers, Cambridge University Press
2. Leech, Geoffrey and Jan Svartvik. A Communicative Grammar of English. New Delhi: Pearson, 2009.
3. Business Correspondence and Report Writing by R. C. Sharma & Krishna Mohan (TMH Publication)
4. A Guide to Business Correspondence and Communication skills by A. N. Kapoor (S.Chand & Company)
5. Robert J.Dixon., Everyday Dialogues in English, Prentice-Hall of India Pvt. Ltd., New Delhi, 2007.
6. Contemporary English Grammar Structure & Composition- David Green- Macmillan

List of Experiments:

Note: The experiment list provided beneath is for reference only. The course teacher may change/formulate it as per his/her methodology and requirement.

1. Listening audio and video dialogues
2. Seminar and Presentation cycles
3. Group Discussion
4. Reading comprehension exercise through Newspaper articles or technical text
5. Movie review
6. Precise writing
7. Drafting of informal applications and emails