

**Objective:** To help students communicate in English effectively and with confidence through developing their skills in listening, reading, writing and speaking.

**Course Plan:**

Module No.	Modules	Learning Objectives
I	Introduction to the course	Defining Communication with emphasis on various stages and skills in language acquisition
II	Principles of Communication	Introducing students to characteristic features of effective communication; acquainting them with the barriers to communication and suggesting ways to overcome such barriers. Teaching the importance of understanding non-verbal communication.
III	Effective Reading & Writing	Helping students develop an effective writing style and the ability to comprehend written text and analyse given data
III	Oral Presentations	Helping students learn techniques for making effective professional presentations; helping them observe the nuances of presentations such as using body and voice effectively; drafting captivating beginnings; organizing main body; using statistics; using audio-visual aids appropriately, etc.

Integration of skills is an important aspect of the teaching-learning process through this course for which the following activities have been designed:

- LISTENING EXERCISES
- EXTEMPORE SPEAKING/SPEECHES
- ROLE PLAYS
- GROUP DISCUSSIONS
- DESCRIBING OBJECTS/PEOPLE/EVENTS ETC.
- WRITING NOTES/ANSWERS TO QUESTIONS
- COMPREHENDING WRITTEN TEXT/DATA

**Reference Books:**

- Barker, Larry L.: *Communication*, Prentice Hall, New Jersey
- Rai, Urmila & Rai, S.M.: *Effective Communication*, Himalaya Publishing House
- Glendinning, Eric H., & Holmstrom: *Study Reading*, CUP
- Pushp Lata & Kumar, Sanjay: *Communicate or Collapse*, Prentice Hall of India, New Delhi: 2007
- Leki, Ilona, *Academic Writing: Exploring Processes and Strategies*, 2<sup>nd</sup> Edition, New Delhi: Cambridge University Press, 2010.

- Arnold, George T., *Media Writer's Handbook: A Guide to Common Writing & Editing Problems*, 4<sup>th</sup> Edition, New Delhi: Tata McGraw Hill, 2010.
- Raman, Meenakshi and Sangeeta Sharma, *Technical Communication: Principles and Practice*, 2<sup>nd</sup> Edition, New Delhi: Oxford University Press, 2011.
- Krishna Mohan and N.P.Singh, *Speaking English Effectively*, New Delhi: Macmillan, 1994.