

Centre for languages and Communication

Paper 3: Communicative English-I

Credit 4

Course Objective:

- To get knowledge for framing grammatically correct sentences
- To know and practice about good Listening skills
- To acquire knowledge for developing narrative skills on different situation
- To understand writing for communication media and conversational skills

Credit Distribution		
L	T	P
4	0	0

Course Outcome:

- Students will be able to get knowledge for framing grammatically correct sentences.
- Students will also come to know and practice about good Listening skills
- The course will enable students to acquire knowledge for developing narrative skills on different situation
- The course will be useful for students in understanding writing for communication media and conversational skills

A – Syllabus

S No.	TOPIC	DOMAIN	HOURS
1	Unit 1: Functional English Remedial English Vocabulary : power words, describing relations, commonly used idioms, verbal analogies Conversational Icebreakers Situational English: Formal, Informal, Neutral	Must know	16 Hours
2	Unit 2: Comprehensive Skills Listening, Stages of listening skills Hearing /Listening Distinction Types of listening: gist, main points, deduce meaning, opinion formation Reading Styles Reading Sub Skills: Scanning, Inferring, Predicting Situational Conversation	Desirable to know	16 Hours

3	Unit 3: Narrative Skills Story telling devices Incident Report Describing process, cause and effect Verbal feedback	Desirable to know	16 Hours
4	Unit 4: Writing Skills Diary Entry Summary writing Review Writing Note Taking Dialogue Writing	Must know	16 Hours

EVALUATION CRITERIA

Formative Assessment:	
<ul style="list-style-type: none"> ▪ Attendance ▪ Assignments/Presentation/etc. ▪ Mid-term Exam (Need to conduct 2 Mid-term Exam and put the average marks) Total	– 40 Marks
Summative Assessment:	
Semester End Exam	
End Exam	– 60 Marks
Grand Total	– 100 Marks

SUGGESTED READINGS:

1. Raymond Murphy '*Essential English Grammar*', Cambridge University Press 1998
2. Sanjay Kumar and Pushp Lata '*Communication Skills*', OUP 2012
3. S.P. Bakshi '*Objective General English*', Arihant Publications 2015
4. Meenakshi Raman and Prakash Singh '*Business Communication*' Second edition Oxford Publication 2012
5. Paul, D.S. '*Advanced Writing Skills*', Goodwill Publishing House 2016

B - Curriculum

S No.	TOPIC	LEARNING OBJECTIVES	TEACHING GUIDELINES	METHODOLOGY	TIME
1	Functional English	Students will be able to frame grammatically correct sentences.	To enable students' understanding for Common mistakes: Spelling, Grammar, and Punctuation	Lecture, Interactive sessions, Assignments, Organizing small events of the department.	As per syllabus
2	Comprehensive Skills	To Know and practice about good Listening skills	To enhance Listening Skills Types of listening: gist, main points, deduce meaning, formation, Reading Styles	Lecture, PPT, Interactive sessions, Assignments, Audio-Video Sessions.	As per syllabus
3	Narrative Skills	Students will be able to develop narrative skills on different situation.	To enhance Narrative skills with the different narrative styles	Lecture, Interactive sessions, Assignments, Group activities, Mock Interviews	As per syllabus
4	Writing Skills	To understand writing for communication media and conversational skills	To enhance Writing skills with the different writing forms.	Lecture, PPT, Interactive sessions, Assignments, organizing an event	As per syllabus