

Course Code	Course Name	Hours per Week			Total	Total
		L	T	P	Hrs.	Credits
EN3HS02	Communication Skill	2	0	2	4	3

### **Unit-I Grammar and Vocabulary Development**

Applied Grammar and usage, Parts of Speech, Articles, Tenses, Subject-Verb Agreement, Prepositions, Active and Passive Voice, Clauses, modals, Reported Speech: Direct and Indirect, Sentence Structure, Punctuations. Using Dictionaries and Thesaurus, Synonyms, Antonyms, Homophones, One Word Substitution, Affixation: Prefixes & Suffixes, Basic Grammar & Vocabulary Practice, Synonyms, Antonyms, Analogies, Sentence Completion, Correctly Spelt Words, Idioms, Proverbs, Common Errors. Derivation from root words, Jargon, Scientific Jargon.

### **Unit-II Developing Reading Skills**

Reading Comprehension, Process, Active & Passive Reading, Reading Speed Strategies, Benefits of effective reading, note-making, note - taking, Reading comprehension of technical material and SQ3R reading technique

### **Unit-III Developing Writing Skills**

Planning, Drafting & Editing, Writing with style, right-words selection, writing effective sentences, developing logical paragraphs, art of condensation, précis, essay, technical definition and technical description

### **Unit-IV Listening Skills**

Meaning, process hearing and listening, types, barriers, importance.

### **Unit-V Speaking Skills Oral Presentation**

Preparation, Delivery using Audio – Visual Aids with stress on body language and voice modulations. (Topics to be selected by the Instructor.)  
Phonetic Symbols, Pronunciations

### **Text Books:**

1. P.C. Wren and Martin, High School English Grammar & Composition, , S Chand and Co Pvt Ltd.
2. P.C,Wren and N.D.V. Prasada Rao, High School English Grammar & Composition, S Chand and Co Pvt Ltd.
3. S. Kumar and P. Lata , English for Effective Communication, Oxford UP, New Delhi.
4. A.J. Thompson and A. V. Martinet, A Practical English Grammar, Oxford UP, New Delhi.
5. U. S. Rai and S.M, Rai, Effective Communication, Himalaya Publishing House.
6. J.S. Korlahalli and R. Pal, Essentials of Business Communication All Courses, Sultan Chand & Sons.

### **References Books**

1. A.C. Gimson, An introduction to the Pronunciation of English, ELBS.
2. S. Greenbaum, Thw Oxford English Grammer, Oxford University Press.
3. K.Mohan and M. Raman, Effective English Communication, Tata Mc-Graw Hill.

## **List of Practicals**

1. Exercises on Grammar.
2. Exercises based on reading and comprehension which also includes taking notes during presentation.
3. Writing technical description, paragraphs and editing.
4. Listening Comprehension
5. Presentations on various issues.
6. Delivering speeches and exercising voice modulation transcription.
7. Performing extempore, role plays, JAM.