

English

ABILITY ENHANCEMENT COURSE (COMPULSORY)
 ENGLISH COMMUNICATION / MIL
 (MIL to be prepared by the University)

Course Outcomes

After the completion of the course, the student will be able to:

- CO1: both oral and written communication in any situation at anyplace.
- CO2: performing their duties in much better way.

ENGLISH COMMUNICATION (Theory:2 credits)		
Unit	Topics to be covered	No. of Lectures
1	Communication (a) Definition, Needs, Types, Methods, Process, Objective, Barriers. (b) Language of Effective Communication (i) Body Language I. Postures and Gestures II. Attire, Appearance & Handshake III. Smile and Organisational Body Language (c) Communication Skills I. Informal Communication and Formal Expression II. Interpersonal Communication III. Intrapersonal Communication IV. Humour in Communication V. Understanding Audience's Psychology	5
2	Writing a (i) Expanding the idea (ii) Note-Making (iii) Circulars & Memos (iv) Memorandums (v) Office notes (vi) Reminders and Follow-up (vii) Formal Email	5
3	Business Letters a. Essentials of a Business Letter b. Parts and Forms of a Business Letter c. Types of Business Letters – Tenders, Quotations & Orders, Letters of Enquiry, Dealing with Complaints d. Letters to Editor e. Resume & CV f. Covering Letter g. Report Writing h. Project Writing i. Notice, Agenda, Minutes	5

4.	Language through Literature <ul style="list-style-type: none"> • Poems (a) William Wordsworth: 'Three Years She Grew in Sun and Shower' (b) Nissim Ezekiel: 'Goodbye Party for Miss Pushpa T.S.' • Short Stories (a) Guy De Maupassant: 'The Diamond Necklace' (b) Katherine Mansfield: 'A Cup of Tea' 	5
TOTAL		20

Reading List:

1. Dainton & Zelley, *Applying Communication Theory for Professional Life*.
http://tsime.u2.ac.zw/caroline/backends
2. *Fluency in English*, Part II, O.U.P. 2006.
3. *Business English*, Pearson 2008.
4. Krishna Mohan and Meera Banerjee, *Developing Communication Skills*, Delhi: Macmillan Publishers India Ltd., 2009.
5. *The Pierian Spring*, Hyderabad: Universities Press, 2008.
6. *A Slice of Life: An Anthology of Short Stories*, Delhi: Motilal Banarsidass, 2010.
7. R.K. Madhukar, *Business Communication*, Noida: Vikas Publishing House Pvt. Ltd., 2005.
8. Betty Schramper Azar, *Understanding and Using English Grammar*, New Jersey: Longman, 1999.

ABILITY ENHANCEMENT ELECTIVE COURSE (ANY TWO)

SEC1 ENGLISH LANGUAGE TEACHING

Course Outcomes

After the completion of the course, the student will be able to:

- CO1: Apply various pedagogical tools to facilitate an easy learning process for the learner.
- CO2: Grasp various learning styles and strategies related to classroom teaching and management.
- CO3: Make use of latest technologies and software to facilitate language acquisition for the learner.
- CO4: Use different cognitive approaches to assess the kind of skills to be imparted to the learner.
- CO5: To hold debates and close discussions with the learner for identification of difficulties and impediments specific to the learner's contexts.

SEC1 ENGLISH LANGUAGE TEACHING (Theory: 2 credits)		
Unit	Topics to be covered	No. of Lectures
1	Knowing the Learner <ul style="list-style-type: none"> (a) Bloom's Taxonomy (b) Multiple intelligences (Gardner's Theory) (c) Learning disabilities (d) Socio-economic, cultural and other contexts (e) Learning and participation styles (f) Advanced Approaches to teaching – Cooperative Learning, Device Based Teaching Learning (IT Based). 	5