

Course Code:	E	N	G	1	0	1	Course Title:	Communication Skills-II
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L	T	P	Credit (or Max. Marks)
2	0	2	3

Weightages			
CA	MTE	ETE	
40	20	40	

Pre-requisites:

- <Course Numbers> <Course Titles> (If any)

Sr. No.	Topic	Approximate No. of Lectures (Schedule keeping total as 12*L)
1	A Work of Art	1
2	The Gift of Magi	1
3	How much Land Does A Man Need	2
4	The Necklace	1
5	The Dying Detective	1
6	Living or Dead?	1
7	Basics of Communication: Communication Process, Types of Communication. Channels	1
8	Media of Communication, Barriers to Communication, Effective Communication.	1
9	Communication Skills: Listening Skills: Meaning, Process, types and barriers to listening.	1
10	Speaking skills: Meaning, process, types and barriers.	1
11	Reading Skills: Meaning, process, types. Reading Strategies and Effective reading Skills.	1
12	GRAMMAR: Sentence: Kinds of Sentences, Parts of Speech	1
13	Tenses	1
14	Active and Passive Voice;	1
15	Vocabulary: Antonyms, Synonyms and Homonyms	1
16	Word Formation: Compound words, Prefixes and Suffixes	1
17	Common Errors in English: Nouns, Verbs, Adjectives, Adverbs and Prepositions;	1
18	Punctuation.	1
19	Reading Comprehension (Short and Long passages from unseen but familiar sources).	1

20	Precis writing	1
21	Letter writing- Structure and layout of letters. Types of letters (Personal, Request, Order)	2
22	Paragraph Writing (100-150 words)	1

Course Contents:

Laboratory Work: (if any)

1. Reading Comprehension
2. Extempore.
3. Skit
4. Debates
5. Reading of unseen paragraphs from newspaper

Textbook:

TEXT BOOK(S)

1. High School English Grammar and Composition; Wren and Martin; S.Chand and Sons,2006
2. Popular Short Stories. OXFORD University Press, New Delhi, 2006.  
<Textbook in format: Author (last name first), Title, Publisher, City, Edition year>

Additional Readings:

REFERENCE BOOK(S):

1. Deol, Navjot, Effective Communication Skills
2. Sharma, R.C & Mohan, Business Correspondence & Report Writing, N.D TMH, 2006
3. 3. Pal, Rajendra and J.S. Korlahalli, Essentials of Business Communication, Sultan Chand & Sons
  - <in format: Chapter(s)... in Author (last name first), Title, Publisher, City, Edition year>
  - <in format: Chapter(s)..... in Author (last name first), Title, Publisher, City, Edition year>

Component of Continuous Assessment: (To be reported out of 100)

Sr. No	Component	Frequency in term	Marks
1	Attendance		10
2	Assignment and Skit (based on dialogue writing and enactment of short stories)	6	50
3	Reading Comprehension	1	10
4	Extempore	1	10
5	Cloze Test	1	10
6	Debate	1	10
Mention all the components as decide by the Department. Do mention the practical components also wherever required			
Total			100

Additional Passing Requirements (if any):

### Salient Pedagogical Strategies

Lecture notes will be provided to the students one week prior to the lecture scheduled. Students will read the notes on their own, come prepared with the topic and the same shall be discussed in the class.

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- Writing of dialogues
- Reading aloud of stories
- Comprehension passages
- Public Speaking
- Vocabulary Building
- Grammar Practice