

ADD-ON COURSE IN COMMUNICATIVE ENGLISH

The course aims at catering to the increasing need for effective communication skills in English. It is a platform for students to understand, master and apply the principles of communication for effective management of personal and professional life.

AIM AND OBJECTIVES

To prepare students to seek and find employment

To help students improve their communicative competency

To enable students to establish self-employment strategies

To impart knowledge, and ideas, in the technicalities of pronunciation, structure, appropriate use, and style of the English language.

To familiarise students with the function of grammatical items in spoken and written language.

OUTCOME

They can speak flawlessly with confidence.

They develop self-confidence and become assertive.

Well- equipped to become a professional

SYLLABUS

Phonetics and Phonology

Grammar and Usage

Listening and Speaking Competence

Mock Interview, Group Discussion

Phonetics and Phonology

The production of speech sounds • Air stream mechanism • Human Organs of Speech

Phonology • Phoneme & syllable • Allophones • Symbols and transcription • Vowels • Consonants

Readings:

- A Textbook of English Phonetics for Indian Students – T. Balasubhramanian- Macmillan Publications
- The Phonetics and Phonology of English: A Handbook – D Thakur – BharatiBhawan Publication
- English Phonetics and Phonology – Peter Roach – Cambridge University Press
- Pronunciation Practice Activities – Martin Hewings – Cambridge University Press
- English Pronouncing Dictionary- Daniel Jones
- A Course in Phonetics- Peter Ladefoged

Grammar and Usage

• Tense • Parts of Speech • Accurate Grammatical Usage • Words often confused and misused • Synonyms and antonyms • Common Grammatical Errors • Phrasal Verbs and Idioms • Sentence Structure • Verbs – Classification • Infinitive and Gerund • Types of questions • Active and Passive voice • Telephone Conversation • Writing skills

Readings:

- A Practical English Grammar – A.J. Thomson, A.V. Martinet – Oxford University Press
- A Remedial English Grammar – F.T. Woods
- Word Power Made easy- Norman Lewis- Penguin Publishers
- Basic English Usage- Michael Swan- OUP
- Practical English Usage- Michael Swan- OUP
- Oxford Word Skills- OUP
- Cambridge Phrasal Verbs Dictionary • English Vocabulary in Use- McCarthy

Listening and Speaking Competence

• Listening and feedback, types of listening, variables affecting listening • Developing Listening Skills: • Communicative Functions • Listening for specific information • Listening to a conversation, speech and lecture • Listening for global information • Loud Reading for pronunciation and fluency • Situational Conversation practice • Extempore

Readings:

- The Four Skills for Communication –Josh Sreedharan – Foundation Books
- Communicative English – E. Sureshkumar and P. Sreehari – Orient Blackswan
- Speaking Effectively- Jeremy Comfort- Cambridge University Press
- Improve Your Communication Skills –Alan Barker – Kogan Page, London

Job Interview, Group Discussion

Various Phases of group discussion, body language, practical sessions