

# **English for Communication**(Credit: 4-0-0)

## **Syllabus:**

Objective- For developing the ability to communicate effectively in professional environment by enhancing their skills in communication.

### **Module 1: Fundamentals of Communication (10 Hours)**

- ❖ Communication: Process, pattern and stages of communication, channels and types of communication and Barriers to Communication.
- ❖ Functions of language: Descriptive, Expressive and Social Functions.
- ❖ Formal and Informal English
- ❖ Plain English
- ❖ Bias free language

### **Module 2: Communicative Grammar (10 Hours)**

- ❖ Time, Tense and Aspects
- ❖ Verbs of State and Events
- ❖ Use of Modal Verbs
- ❖ Passive and Active Voice
- ❖ Conditionals

### **Module 3: Sounds of English (10 Hours)**

- ❖ The Speech Mechanism and Organs of Speech
- ❖ Consonant Sounds of English
- ❖ Vowel Sounds of English
- ❖ Stress Pattern: Syllable, Stress and Intonation.
- ❖ Problem sounds for Indian Speakers

### **Module 4: Business and Official Writing (10 Hours)**

- ❖ Paragraph writing and Sentence Linker
- ❖ Business and Official Letters
- ❖ Report and Proposal writing,
- ❖ Notice, Circular and Memo writing
- ❖ Résumé (CV) Writing.

#### **Text Books:**

1. Effective Technical Communication by M Ashraf Rizvi (Tata McGraw Hill)
2. Better English Pronunciations By J. D.O Conner ( Cambridge University Press)
3. A Communicative Grammar of English by G.N. Leech and Jan Svartik (OUP)

**Reference Books:** “Business communication” by Ramachandran, Lakshmi and Krishna (Macmillan)