

COMMUNICATIVE ENGLISH

TH-1

Periods / week : 04

Total periods : 60

Theory: 80

I.A. : 20

Topic-wise distribution of periods

Sl. No.	Topic	Periods
1.	Elements of Communication	12
2.	Reading Comprehension	20
3.	Writing	15
4.	Study Skills	03
5.	Review of English Grammar	10
	Total	60

OBJECTIVE

Language is the vehicle of thoughts & expressions. It is the most commonly used and effective medium of self-expression in all spheres of human life : personal, social and professional. A student must have a fair knowledge of English as a window language and be able to pursue the present course of study and handle the future responsibilities both as an employee in an industry and a self-employed person.

This course will assist the diploma holders to acquire proficiency both in spoken and written English.

I. Elements of Communication

- a) Importance of communication through English.
- b) Importance of audience and purpose.
- c) Process of Communication.
 - i) Sender
 - ii) Receiver
 - iii) Channel
- d) **Factors that influence communication**
 - i) Message
 - ii) Code
 - iii) Barriers

e) **Verbal and Non-verbal communication.**

f) **Professional communication**

- i) Types of Communication
(Up-ward, Down-ward, Horizontal, grapevine)
- ii) Bias free communication.

II. Reading Comprehension

(Sub skills of reading comprehension are to be worked out and tested through an unseen passage in about 250-300 words)

- (a) Importance of developing reading skills
- (b) Students should get acquainted with sub-skills of reading for the purpose of
 - i) Skimming the gist
 - ii) Scanning for necessary information
 - iii) Close reading for inference and evaluation
 - iv) Main idea and supporting details
 - v) Guessing the meaning of unfamiliar words
 - vi) Note making
 - vii) Vocabulary building (Word formation, word derivation, synonym, antonym, home phone)
- (c) Spelling rules and punctuation marks
- (d) The student is to answer one general question in about 120 words from the following chapters of Invitation to English-I" for +2 students of CHSE, Orissa.
 - i) Price of pollution
 - ii) On the Road to Jeypore
 - iii) the people that time forget
 - iv) The Land lady

III. Writing

The students should be able to excel in the following areas of written communication.

a. Paragraph writing

To write coherent, logical and unified paragraphs constructed on the following patterns.

- i) General- Specific
- ii) Process- Description
- iii) Problem-solution.

- b. Précis and summary writing
- c. Notice, Agenda of a meeting
- d. Letter writing.
 - i) Social letters (Letters to elders, friends and juniors)
 - ii) Job application and C.V.
 - iii) Business letters : Offer, Enquiry, Quotation, Order, Execution, Claim, Complaint, Adjustment.

IV. **Study skill :**

Proper use of dictionary

(The student should get acquainted with the proper use of dictionary).

V. **Review of English Grammar.**

- a) Articles and Determiners
- b) Prepositions
- c) Countable and Uncountable Noun
- d) Verb
- e) Auxiliary system
- f) Tense
- g) Concord

Reference Books

1. English Language Communication Skill by Urmila Rai Himalaya Publishing House.
2. Developing communication skills by Krishna Mohan and Meera Banerjee, Me Millan India Ltd., Delhi.
3. Communication skills by Ms R. Dutta Roy and K.K. Dhir, Vishal Publication, Jalandhar.
4. Professional Communication Skills by Provin S.r.Bhatia and A.M. Seikh; S. Chand , & Company Ltd, , Ram Nagar, New Delhi.
5. High School english Grammar by Wren and Martin, S.Chand Publication, New Delhi.
6. An Introduction to professional English & soft skill by Das, Samantray, Nayak, Pani & Mohanty (Test book facilitated by BPUT for B.Tech, B.Arch, B.Pharm, MCA & MBA students)
7. Communicative English by Dr. Shruti Das, S. Chand

COMMUNICATIVE ENGLISH PRACTICAL

Periods / week : 04

End Examination : 50

Total Periods : 60

Examination : 4 Hours

Sl. No.	Topic	Periods
1.	Listening	15
2.	Speaking	25
3.	Personality development and soft skills	10
4.	Project work	10

I. Listening Skill

The students should be able to listen to a text read aloud in normal speed i.e. 150-200 words/minute with focus on:

- a) Rhythm, stress and Intonation.
- b) Aural comprehension

(After listening the student can fill-in blanks, choose a title and make a summary of the text read aloud. She/he should be able to answer questions very briefly from the text read aloud. A practice level the text can be read by the teacher two to three times. When the students are well-rehearsed aural comprehension would be done after one reading)

: Listening to talks, Lectures, conversations, Discussions et al.

II. Speaking

- a) Reading aloud of dialogues, Poems, excerpts from plays, speeches by the student focusing on rhythm, stress and intonation
- b) Self-introduction
- c) Fluency activities and role plays
- d) Face-to-face conversation
 - i) Personal situation
 - ii) Social situation
 - iii) Professional situation
- e) Telephonic Etiquette
- f) Debates
- g) Group discussions
- h) Viva-Voce
- i) Style of presenting a Seminar.

III. Personality Development & soft Skills

- a. Need for personality development

(Personality development is an integral area. It is to be taken care of while conducting all the areas under practical plan.)

(a) Body language (b) Mannerism (c) Need for soft Skill and basic idea on it.

(This would go hand-in hand with speaking activities).

IV. Project work

The student should visit at least one industry and submit a brief report on their study visit.
(The Sessional records and the report of the study visit should be maintained and evaluated by a team of faculty members and the marks awarded by the team).